Disclaimer

University of Guelph-Humber

The information published in this Calendar outlines the rules, regulations, curricula, programs and fees for the 2020-2021 academic year, including the Summer Semester 2020, the Fall Semester 2020, and the Winter Semester 2021.

The University reserves the right to change without notice any information contained in this calendar, including but not limited to that related to tuition and other fees, standards of admission, course delivery or format, continuation of study, and the offering or requirements for the granting of, degrees or diplomas in any or all of its programs. The publication of this calendar does not bind the University to the provision of courses, programs, schedules of study, or facilities as listed herein.

The University will not be liable for any failure or delay in performance arising out of any cause or causes beyond its reasonable control. Such causes may include but are not limited to fire, strike, lock-out, inability to procure materials or trades, war, mass-casualty event, flood, local, regional or global outbreak of disease or other public health emergency, social distancing or quarantine restriction, legislative or regulatory requirements, unusually severe weather, failure of public utility or common carrier, or attacks or other malicious act, including but not limited to attacks on or through the internet, or any internet service, telecommunications provider or hosting facility.

In March 2020 the World Health Organization declared a global pandemic of the virus leading to COVID-19. The Governments of Canada, the Province of Ontario, and local Governments responded to the pandemic with legislative amendments, controls, orders, by-laws, requests and requirements (collectively, the “Governmental Response”). It is uncertain how long the pandemic, and the related Governmental Response, will continue, and it is unknown whether there may be a resurgence of the virus leading to COVID-19 or any mutation thereof (collectively, the “Virus”) and resulting or supplementary renewed Government Response. Without limiting the foregoing paragraph, the University shall not be liable for costs associated with any failure or delay in performance arising out of:

a. the continued spread of the Virus;
b. the continuation of or renewed Governmental Response to control the spread of the Virus; and
c. a University decision, made on an organization-wide basis and in good faith, to control the spread of the Virus, even if exceeding the then current specific Government Response.

In particular, the COVID-19 pandemic may necessitate a revision of the format of course offerings such that courses are offered in whole or in part on an alternate delivery model to in-person classes. Tuition and mandatory fees have been set regardless of the method of instruction and will not be refunded in the event instruction occurs remotely for any part of the academic year.

Dates or times of performance including the Schedule of Dates may be extended as appropriate and the University will notify students promptly of the existence and nature of such delay and shall, so far as practicable, use reasonable efforts to minimize and mitigate any such delay or non-performance.

In the event of a discrepancy between a print version (downloaded) and the Web version, the Web version will apply.

Published by: Enrolment Services

Editor: G. Kerr, Campus Registrar (Guelph-Humber)
Introduction

Collection, Use and Disclosure of Personal Information

Personal information is collected under the authority of the University of Guelph Act (1964), and in accordance with Ontario's Freedom of Information and Protection of Privacy Act (FIPPA) https://www.ontario.ca/laws/statute/90F31. This information is used by University officials in order to carry out their authorized academic and administrative responsibilities and also to establish a relationship for alumni and development purposes. Certain personal information is disclosed to external agencies, including the Ontario Universities Application Centre, the Ministry of Colleges and Universities, and Statistics Canada, for statistical and planning purposes, and is disclosed to other individuals or organizations in accordance with the Office of Registrarial Services Departmental Policy on the Release of Student Information. For details on the use and disclosure of this information call the Office of Registrarial Services at the University at (519) 824-4120 or see http://www.uoguelph.ca/registrar/registrar/index.cfm?index.

Disclosure of Personal Information to the Ontario Ministry of Colleges and Universities

The University of Guelph is required to disclose personal information such as characteristics and educational outcomes to the Minister of Training, Colleges and Universities under s. 15 of the Ministry of Colleges and Universities Act, R.S.O. 1990, Chapter M.19, as amended. The Ministry collects this data for purposes including but not limited to planning, allocating and administering public funding to colleges, universities and other post-secondary educational and training institutions.

Amendments made to the Ministry of Colleges and Universities Act, authorizing the collection and use of personal information from colleges and universities by the Minister of Training, Colleges and Universities, which were set out in Schedule 5 of the Childcare Modernization Act, 2014, came into force on March 31, 2015. The amendments strengthen the ability of the Minister to directly or indirectly collect and use personal information about students as required to conduct research and analysis, including longitudinal studies, and statistical activities conducted by or on behalf of the Ministry for purposes that relate to post-secondary education and training, including,

i. understanding the transition of students from secondary school to post-secondary education and training,

ii. understanding student participation and progress, mobility and learning and employment outcomes,

iii. understanding linkages among universities, colleges, secondary schools and other educational and training institutions prescribed by regulation,

iv. understanding trends in post-secondary education or training program choices made by students,

v. understanding sources and patterns of student financial resources, including financial assistance and supports provided by government and post-secondary educational and training institutions,

vi. planning to enhance the affordability and accessibility of post-secondary education and training and the quality and effectiveness of the post-secondary sector,

vii. identifying conditions or barriers that inhibit student participation, progress, completion and transition to employment or future post-secondary educational or training opportunities, and

viii. developing key performance indicators.

Information that the University is required to provide includes but is not limited to: first, middle and last name, Ontario Educational Number, citizenship, date of birth, gender, first three digits of a student’s postal code, mother tongue, degree program and major(s) in which the student is enrolled, year of study and whether the student has transferred from another institution.

Further information on the collection and use of student-level enrolment-related data can be obtained from the Ministry of Colleges and Universities website: https://www.ontario.ca/page/ministry-colleges-universities (English) or https://www.ontario.ca/fr/page/ministere-des-colleges-et-universites (French) or by writing to the Director, Postsecondary Finance and Information Management Branch, Postsecondary Education Division, 7th Floor, Mowat Block, 900 Bay Street, Toronto, ON M7A 1L2.


Frequently Asked Questions related to the Ministry’s enrolment and OEN data activities are also posted at: http://www.edu.gov.on.ca/eng/document/brochure/oen/index.html

Authority to Disclose Personal Information to Statistics Canada

The Ministry of Colleges and Universities discloses student-level enrolment-related data it collects from the colleges and universities as required by Statistics Canada in accordance with Section 13 of the Federal Statistics Act. This gives Ministry of Colleges and Universities Act authority to disclose personal information in accordance with s. 42(1) (e) of FIPPA.

Notification of Disclosure of Personal Information to Statistics Canada

For further information, please see the Statistics Canada's web site at http://www.statcan.ca and Section XIV Statistics Canada.

Address for University Communication

Depending on the nature and timing of the communication, the University may use one of these addresses to communicate with students. Students are, therefore, responsible for checking all of the following on a regular basis:

Email Address

The University issued email address is considered an official means of communication with the student and will be used for corresponence from the University. Students are responsible for monitoring their University-issued email account regularly. See Section I--Statement of Students' Academic Responsibilities for more information.

Home Address

Students are responsible for maintaining a current mailing address with the University. Address changes can be made, in writing, through Enrolment Services.

Name Changes

The University of Guelph is committed to the integrity of its student records, therefore, each student is required to provide either on application for admission or on personal data forms required for registration, the student's complete, legal name. Any requests to change a name, by means of alteration, deletion, substitution or addition, must be accompanied by appropriate supporting documentation.

Student Confidentiality and Release of Student Information Policy Excerpt

The University undertakes to protect the privacy of each student and the confidentiality of the student's record. To this end the University shall refuse to disclose personal information to any person other than the individual to whom the information relates where disclosure would constitute an unjustified invasion of the personal privacy of that person or of any other individual. All members of the University community must respect the confidential nature of the student information which they acquire in the course of their work.

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Academic Consideration

Academic Consideration, Appeals and Petitions

General Information for Academic Consideration and Appeals

The University of Guelph-Humber is committed to supporting students in their learning experiences and responding to their individual needs. To this end a broad network of advising, and support services is provided to assist students in meeting their personal and academic goals. The University is aware that a variety of situations or events beyond the student's control may affect academic performance. Support is provided to accommodate academic needs in the face of personal difficulties or unforeseen events. Procedures for academic appeals are designed to ensure that every effort is made at these times to provide appropriate accommodation and consideration, thus enabling students to complete course and program requirements as quickly as possible.

Knowledge of the procedures, early action on the student's part, timely consultation with the faculty(s) and/or Academic Advisor, and immediate provision of any required documentation will facilitate a prompt, coordinated institutional response.

Chart outlining the categories for academic consideration, grounds, timelines and appeals

<table>
<thead>
<tr>
<th>Category</th>
<th>Grounds for Consideration</th>
<th>Consideration Granted By</th>
<th>Period of Consideration</th>
<th>Subsequent Appeal To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incomplete Course Work (see below for deferred privilege requests)</td>
<td>Medical Psychological Compassionate</td>
<td>Faculty</td>
<td>Same semester</td>
<td>Academic Review Sub-Committee Submitted as soon as possible, not later than the end of the following semester</td>
</tr>
<tr>
<td>Request for deferred Privilege (Examination or Condition)</td>
<td>Medical Psychological Compassionate</td>
<td>Academic Review Sub-Committee (consult with the Academic Advisor)</td>
<td>Documentation must be submitted to the Academic Advisor within five working days of the missed examination/course work deadline</td>
<td>Formal Appeal 10 working days deadline for appeals of academic review decisions</td>
</tr>
<tr>
<td>Supplemental Privilege</td>
<td>Please see the criteria listed under the Supplemental Privileges section of the Undergraduate Calendar</td>
<td>Academic Review Sub-Committee (consult with the Academic Advisor)</td>
<td>Documentation must be submitted within the first five class days of the subsequent semester</td>
<td>Formal Appeal 10 working days deadline for appeals of academic review decisions</td>
</tr>
<tr>
<td>Late Drops, Credit Standing, and Withdrawal with Failure (WF)</td>
<td>Medical Psychological Compassionate</td>
<td>Academic Review Sub-Committee (consult with the Academic Advisor)</td>
<td>Documentation must be submitted within the first 20 class days of the subsequent semester</td>
<td>Formal Appeal 10 working days deadline for appeals of academic review decisions</td>
</tr>
<tr>
<td>Request for Probationary Status</td>
<td>Medical Psychological Compassionate</td>
<td>Academic Review Sub-Committee (consult with the Academic Advisor)</td>
<td>Contact your Academic Advisor for request submission deadlines</td>
<td>Formal Appeal 10 working days deadline for appeals of academic review decisions</td>
</tr>
<tr>
<td>Request for Grade Reassessment</td>
<td>Calculation Error or omission</td>
<td>Faculty</td>
<td>10 class days of the following semester</td>
<td>No appeal</td>
</tr>
<tr>
<td>Request for Grade Reassessment</td>
<td>Methods and Criteria</td>
<td>Program Head</td>
<td>10 class days of the following semester</td>
<td>Formal Appeal 10 working days after decision of the Program Head</td>
</tr>
<tr>
<td>Request for Grade Reassessment</td>
<td>Misapplication of an Academic Regulation</td>
<td>Faculty</td>
<td>Should be initiated as soon as possible</td>
<td>First Level: Program Head</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Second Level: Vice-Provost</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Third Level: Provost</td>
</tr>
</tbody>
</table>

Academic Consideration

The University will consider granting consideration for courses if there are sufficient extenuating medical, psychological or compassionate circumstances. Academic consideration may take the form of an extended deadline, a deferred privilege, a late drop of a course(s) with or without failure, withdrawal from a semester with or without academic failure, or permission to continue on probationary status. A deferred privilege could take the form of approval to write a missed final examination or the completion of a course requirement after the end of the semester. Academic consideration is granted when acceptable medical, psychological, or compassionate circumstances affect any portion of the semester work. Generally, work commitments will not constitute grounds for academic consideration. Depending upon the circumstances and whether the semester work is complete, consideration may be granted by the faculty member, the Academic Advisor, or the Admissions and Academic Review Sub-Committee.

Students will need to assess the extent of the difficulty they face and the possible implications on their course work. For instance, an illness which lasts one or two days and results in a missed deadline can usually be resolved between the faculty member and the student, often without documentation. Circumstances which affect the student’s ability to attend classes, write term tests or meet assignment deadlines for an extended period of time may require more formal documentation and consideration. Students are encouraged to seek documentation if the situation extends for a significant length of time. The Academic Advisor should be contacted regarding appropriate procedures and documentation.

The Academic Advisor is the student's advisor in all matters pertaining to academic consideration and can assist in defining an appropriate course of action (advisor names and locations can be found in Chapter VI - Academic Advising. It is the student's responsibility to consult the Academic Advisor as soon as extenuating circumstances affect academic performance, in order to initiate action, and provide any required documentation.
Grounds for Academic Consideration

Where possible, requests for academic consideration are to be accompanied by supporting documentation. Students unsure of documentation requirements are encouraged to contact their Academic Advisor.

1. Medical Grounds
For academic consideration based on medical grounds a student may be asked to provide documentation for the period of the illness. The necessity for documentation will depend in part upon the length of the illness and the amount of work missed during this time. Such documentation will always be required in the event of a request for consideration beyond the grade submission deadline for the course and must be submitted to the Academic Advisor within five working days of the missed examination/course work deadline. If the medical situation results in missed semester work, the student should contact the faculty, presenting medical documentation where warranted. If the absence due to illness is of a duration that will affect a number of courses or completion of the semester's work, the student must contact the Academic Advisor for advice and consideration.

When the absence affects final examinations or final assignments the student should go to Student Wellness and Accessibility Centre or a personal physician for documentation. The student must submit their documentation to their Academic Advisor within five working days of the missed examination/course work deadline.

2. Psychological Grounds
For academic consideration based on psychological grounds the student may be asked to provide documentation for the period affected. The necessity for documentation will depend in part upon the length of the problem and the amount of work missed during this time. Such documentation will always be required in the event of a request for consideration beyond the grade submission deadline for the course and must be submitted to the Academic Advisor within five working days of the missed examination/course work deadline. The student should submit this documentation to the Academic Advisor who will then advise the faculty of the need for consideration. If the difficulty is of a duration that will affect a number of courses or completion of the semester's work, the student must contact the Academic Advisor for advice and consideration.

3. Compassionate Grounds
Unforeseen circumstances beyond the student's control in either personal or family life may affect academic performance. The procedure to follow to request academic consideration based on compassionate grounds depends upon the severity of the circumstance and the amount of work missed. Students may wish to contact the faculty for consideration for missed work resulting from a compassionate circumstance. If the circumstance is more significant, or if the consideration sought will go beyond the grade submission deadline for the course, the student must consult with the Academic Advisor within five working days of the missed examination/course work deadline. Generally, work commitments will not constitute grounds for academic consideration.

Incomplete Course Work
Faculty are responsible for granting academic consideration, if applicable, for course work up to the grade submission deadline for the course. Types of consideration that may be granted by faculty include the setting of a make-up test, re-weighting the value of course assignments, extending a deadline or allowing the resubmission of an assignment (up to the grade submission deadline for the course). Students should consult with their Academic Advisor for advice on an appropriate course of action if:

a. the student feels that appropriate consideration has not been granted by the faculty, or
b. if the medical, psychological or compassionate circumstance is such that it could affect overall semester performance or the ability to meet the course grade submission deadline.

Student's Responsibilities
If due to medical, psychological or compassionate circumstances a student is unable to complete any portion of the semester's work the student should:

1. Inform the faculty-in-charge of the course in writing.
2. If the faculty member requests it, the student must supply documentation. If documentation is unavailable, the student should consult their Academic Advisor.
3. Complete and submit missed work by the new deadline established by the faculty member.
4. Consult with the Academic Advisor if circumstances warrant (see a) and b) above). If the medical, psychological or compassionate circumstance is such that it could affect overall semester performance or the ability to meet the course grade submission deadline, the Academic Advisor should be consulted regarding an appropriate course of action.

Faculty's Responsibilities
Faculty members should exercise discretion when requiring documentation, particularly when the assessment in question constitutes a small proportion of the course grade, or when alternative means for carrying out the assessment are available.

The Board of Undergraduate Studies recommends that faculty make every effort to accommodate students representing the University in extracurricular activities when there is a conflict between those activities and the requirements of the course.
Academic Accommodation of Religious Obligations

The University acknowledges the pluralistic nature of the community. Accommodation will be made to students who experience a conflict between a religious obligation and scheduled tests, mid-term examinations, final examinations, or requirements to attend classes and participate in laboratories. The type of accommodation granted will vary depending on the nature, weight and timing of the work for which accommodation is sought. Accordingly, the request for alternative arrangements normally must be submitted to the faculty in charge of the course within two weeks of the distribution of the course outline. A student requiring accommodation may submit the request to the faculty directly or through their Academic Advisor. The faculty has a responsibility to provide reasonable alternative arrangements that do not put the student at an academic disadvantage. In the case of a conflict with a final examination, the student should consult with their Academic Advisor to arrange to reschedule the examination to another time during the examination period taking care that the new date and time does not put the student at an academic disadvantage.

In the event that a student is not satisfied with the accommodation offered by the faculty and/or Academic Advisor the student may appeal to their Academic Advisor who may grant alternative accommodation. A student who remains dissatisfied with the outcome of their request may seek the assistance from the Office of Diversity and Human Rights (DHR) to facilitate a resolution.

For a current list of major holy days, please check the following website http://www.uoguelph.ca/hr/hr/hrholidays.shtml or contact the Office of Diversity and Human Rights (DHR).

Academic Accommodation for Students with Disabilities, Guidelines and Procedures

1. Purpose, Scope and Definitions

The policy, Academic Accommodation of Students with Disabilities ("Policy") is composed of two documents: the Policy Document and this Procedures Document. This Procedures Document is intended to support the Policy Document and provides specific information on the decision making process and appeals process related to Academic Accommodations. Definitions for capitalized terms are found in the Policy Document. In the event of a discrepancy between the Policy Document and the Procedures Document, the Policy Document will apply.

1. In accordance with the University’s policies and procedures and applicable legislation including the Ontario Human Rights Code, and the Accessibility for Ontarians with Disabilities Act, the University of Guelph shall provide reasonable accommodation, short of undue hardship.

2. The University promotes the full participation of students in their academic program. It is recognized that the provision of academic accommodation is a shared accountability and responsibility between the University and the student.

3. The purpose of this Policy Document is to identify the principles and responsibilities in the provision of academic accommodation for students with disabilities. This Policy does not address accommodation related to lifestyle or quality of life.

4. In the event of a discrepancy between this Policy Document and the Procedures Document, the Policy Document will apply.

5. Students studying at the University of Guelph-Humber will be subject to the policies and procedures of Humber College with regards to Academic Accommodations.

6. The following definitions shall apply in this Policy:

   - "Academic Accommodation" means modification to academic policies, procedures or the educational environment that would result in equal opportunity to attain the same level of performance, or to enjoy the same level of benefits and privileges enjoyed by others, and meets the student’s Disability-related needs. Examples of Academic Accommodations available may include, but are not limited to:
     - Advanced provision of reading lists and other course materials to allow for alternate format transcription;
     - Alternate scheduling for the completion of course, project, thesis work, or examinations, including competency exams;
     - Extensions to program completion time limits;
     - Use of assistive technology in the classroom/laboratory/field (e.g. FM systems worn by Course faculty);
     - Use of oral and visual language interpreters and/or note takers in the classroom;
     - Use of audio and/or visual recording or webcast of lectures;
     - Use of adaptive technology and alternate format text for written materials;
     - Support for examinations including extra time, a private or semi-private room, use of a computer, adaptive software or word processor, or access to a reader or scribe as needed;
     - Special seating; wheelchair accessible tables;
     - Adjustment to academic loads.

   - "Chair" means head of an academic unit and includes a Department Chair or School Director.

Last Revision: July 28, 2020
“Course Faculty(s)” is defined as the individual(s) teaching the course or coordinating the program; or in the case of graduate students, can include a faculty advisor or advisory committee.

“Dean” means the dean of the college that has the responsibility for the course or program.

“Disability or Disabilities” has the same meaning as under the Ontario Human Rights Code in force and as amended from time to time. Disabilities may include those which are permanent or those which fall under the definition of Temporary Disabilities. Disabilities may include but are not limited to:

- Learning Disabilities
- Attention deficit/hyperactivity disorder (“ADHD”)
- Hearing and/or vision impairments
- Autism Spectrum Disorder
- Medical disabilities
- Dexterity or mobility impairments
- Acquired brain injuries
- Psychological/emotional disabilities

“Diagnostic Information” means the description of a diagnostic procedure, treatment, or underlying cause of a health condition, including a Diagnosis.

“Diagnosis” means the identification of a specific disease or disorder as the cause of a set of symptoms.

“Essential Requirement” means a task or activity that is core to the specific learning outcomes of a course or program.

“Examinations” include but are not limited to midterms, tests, quizzes, lab examinations or final examinations, competency examinations and defences.

“In-course Academic Accommodations” means Academic Accommodations for courses in which the student is currently registered.

“Interim Academic Accommodations” means appropriate Academic Accommodations offered for up to a maximum of two semesters while a student is in the process of obtaining appropriate supporting documentation. The student may be required to produce evidence that the documentation process is underway.

“Learning Disabilities” has the same meaning as found in either: (a) the Diagnostic and Statistical Manual of Mental Disorders, as published by the American Psychological Association; or (b) the Learning Disabilities Association of Ontario; at the discretion of the diagnosing clinician.

“Notification” means formal written notification from SAS of the appropriate types of Academic Accommodations.

“Regulated Health Professional” has the same meaning found in the Regulated Health Professions Act, in force and as amended from time to time.

“Temporary Disability” means a disability that may not be permanent but does not include short-term common ailments or illnesses such as a cold or the flu.

“SAS” means Student Accessibility Services at the University of Guelph.

“Supplementary Academic Accommodation” has the meaning found in section 5.3 of the Procedures Document.

For more information can be found at: https://wellness.uoguelph.ca/accessibility/about-us/policy-guidelines/policy-academic-accommodation-students-disabilities

2. Essential Requirements and Academic Accommodation

Decisions concerning specific forms of Academic Accommodation are made with consideration to the Essential Requirements of a specific course or program in order to ensure its integrity. Registration in a course or program does not guarantee the granting of any specific form of Academic Accommodation. Students are expected to contact SAS as early as possible to discuss their accommodation needs if their choices concerning a course or program may be affected by the specific forms of Academic Accommodation granted by the University.

3. Student Accessibility Services (SAS)

Role of SAS

3.1 SAS facilitates a variety of programs and services to assist students with participating fully in University life and maximizing campus accessibility. These may include:

a. confirming whether a student has met the criteria for establishing that a Disability exists and helping to identify appropriate options for Academic Accommodations;

b. providing to a Course faculty, Noticifications as to the appropriate types of Academic Accommodation;

c. granting common forms of In-Course Academic Accommodations as described in section 5.1 below;

d. supporting and facilitating the provision of Academic Accommodations by academic departments;

e. acting as a resource for members of the University community about disability related matters that have an impact on equitable participation in academic life; and

f. assisting the student in developing strategies for managing daily activities relating to academic life in the context of their disability.

Registration

3.2 All students who require Academic Accommodation must register with SAS in accordance with this Policy including applicants who submitted information regarding a Disability as part of the Admission process. Submission of information as part of the Admission process does not satisfy registration requirements for SAS.

3.3 In order to provide Academic Accommodations in a timely fashion, students are expected to observe the following dates:

a. First year students must submit a New Student Intake Form (NSIF) by June 15 prior to commencing their program. It is also recommended that first year students participate in SAS orientation programs offered at the start of each academic year.

b. Transfer students who are admitted after June 15 or who are starting their program in either the winter or summer semester, must submit the NSIF as soon as possible after accepting an offer of admission.

c. Students who are already attending the University and are registering with SAS for the first time must submit the NSIF as soon as they are aware that a need for accommodation exists.

d. All new students and any returning students who need to meet with an advisor must normally contact SAS by the end of the first week of classes to book an appointment.

If there is an immediate need for an accommodation, students are expected to make this known when booking the appointment.

e. Students who have registered with SAS in a previous semester must reactivate their status within the first 2 weeks of classes for each semester they are enrolled by following instructions on the SAS website or sent to their University email account.

3.4 Efforts will be taken to support students who delay registration with SAS. However, some options may not be available on short notice and may be deferred to a subsequent semester.

SAS Exam Centre

3.5 Students who have been approved to write Examinations in the SAS Exam Centre must normally book the appropriate date and time with SAS:

a. At least 7 days prior to a scheduled midterm examination date;

b. No later than the 40th class day for final examinations.

3.6 Where Examinations are written in the SAS Exam Centre, SAS is responsible for working with the academic unit to:

a. identify students who will be writing in the SAS Exam Centre at least three working days prior to the scheduled date of the Examination;

b. arrange for copies of the Examination to be available in the SAS Exam Centre on the day before it is to be administered to the student, and returned to the department/school on the first working day following the Examination;

c. arrange for Examinations written in the SAS Exam Centre to be administered at the same time as the rest of the class, except when alternate timing has been approved by the Course faculty. Examples of when this may be necessary include but are not limited to when:

i. granting additional time causes the scheduling of two Examinations to come into conflict;

ii. a Disability precludes the student from being able to write more than one Examination per day;

iii. medication required by the student affects the student’s ability to function at particular times of day; or

iv. Examinations are scheduled outside of regularly scheduled class times and/or the SAS Exam Centre is closed.

4. Documentation Requirements

4.1 Students requesting Academic Accommodation must provide appropriate documentation to SAS in accordance with this section. The documentation must be from an appropriate Regulated Health Professional who has the authority to diagnose the particular Disability. In the absence of current documentation identified in section 4.2 below, students can request Interim Academic Accommodations.

4.2 Documentation must be current according to the following standards:

a. Learning Disabilities and ADHD must have been assessed at age 18 or older, or within the last three years;

b. all other Disabilities must be assessed within the timeframe that the student experiences a functional limitation for which an Academic Accommodation is needed; and

c. documentation may need to be renewed as appropriate to reflect the student’s on-going need for Academic Accommodation.

4.3 Documentation must be comprehensive and provide information regarding the student’s functional limitations in a university setting. A Functional Assessment form is used for all forms of Disabilities except for Learning Disabilities (see section 4.4 below). Functional Assessment forms are available on the SAS website. All documentation must include the following minimal information:

a. a statement of the nature of the Disability (a specific diagnosis is optional but not required);

b. information on the severity, duration and intensity of the Disability;
c. a description of functional limitations; and
d. whether the Disability is permanent or whether it falls under the definition of a
Temporary Disability.

4.4 Students with Learning Disabilities must provide documentation in the form of a
psychoeducational assessment report (“Assessment”) that conforms to established
standards. The Assessment must contain but is not limited to the following information:
a. The credentials and signature of the assessor, who must be a registered psychologist
or psychologist associate;
b. A description of the procedures used for the Assessment, including relevant contextual
information;
c. Evidence that appropriate psychometric testing has been employed, including
instruments that have been validated against adult norms;
d. Information about the severity of the Functional Limitations experienced by the
student;
e. Ruling out of other possible explanations for the observed assessment results
(differential diagnosis);
f. An indication that the results are believed to be a reasonable representation of the
student’s normal abilities; and
g. Confirmation that a specific learning disability exists.

4.5 Documentation may also include recommendations as to the types of Academic
Accommodations that might address a student’s specific functional limitations. However, the
University retains ultimate decision-making authority as to which forms of Academic
Accommodations may be granted.

5. Requests for In-Course Academic Accommodation

5.1 Subject to appropriate documentation, requests for certain common forms of In-Course
Academic Accommodation can be granted directly by SAS. These include but are not limited to requests for:
a. note taking;
b. arrangements for appropriate seating in a classroom; or
c. supports for Examinations that are administered by the SAS Exam Centre such as
extra time, use of a private or semi-private room, use of a computer, adaptive software
or word processor, or access to a reader or scribe.

5.2 Students requesting In-Course Academic Accommodation are responsible for
submitting their requests in accordance with deadlines as provided on the SAS website.

5.3 Requests for In-Course Academic Accommodations not in subsection 5.1 are
considered “Supplementary Academic Accommodations” and are made directly to Course
 faculties or the appropriate University units with the support of SAS. Examples may include but are not limited to:
a. audio recording of lectures;
b. use of memory aids or calculators for Examinations;
c. additional time for assignments, or alternate scheduling of Examinations;
d. advanced access to information about readings and assignments; or
e. alternative methods of assessing Essential Requirements.

5.4 SAS provides support to students in learning to negotiate on their own behalf. To that
end, SAS encourages students to negotiate directly for Supplementary Academic
Accommodations, when appropriate. At the student’s request, SAS may provide assistance in
requesting Supplementary Academic Accommodations.

5.5 Course faculty are encouraged to contact SAS to discuss any requested Supplementary
Academic Accommodation that is not consistent with the Notification, or if there are
questions related to the impact of the Supplementary Academic Accommodation on the
Essential Requirements of a course or program.

5.6 If SAS supports the need to have textbooks produced in alternate format (e.g. audio
books, Braille or e-text), students must make the necessary arrangements directly with
Library Accessibility Services. Students are encouraged to make these arrangements early
since it can take 4 to 6 weeks to acquire alternate format text.

6. Supplementary Academic Accommodation Decision Process

6.1 If consensus on Supplementary Academic Accommodation cannot be reached between
the student, the Course faculty and SAS, then the Course faculty shall consult as follows:
a. for undergraduate students, with the Chair or designate; or
b. for graduate students, with the Graduate Program Coordinator.

6.2 If, after the consultation described above, consensus still cannot be reached on the
Supplementary Academic Accommodation to be provided, a report will be issued within
5 working days (“Report”) as follows:
a. for undergraduate students, the Chair shall provide a Report to the Dean (or designate).
b. for graduate students, the Graduate Program Coordinator shall provide a Report to
both the Assistant Vice-President (Graduate Studies) and the College Dean (or
designate) who has oversight responsibility for the graduate program.

6.3 The Report will include the Notification from SAS, the type(s) of Supplementary
Academic Accommodation being requested, and the rationale for not granting the request
including any concerns regarding its impact on the Essential Requirements of the course
or program, if applicable. The Report will also include information about any alternative
forms of Supplementary Academic Accommodations that have been considered.

6.4 Within 5 working days of the receipt of the Report, the Dean (or designate) and when
applicable, the A.V.P. Graduate Students shall make a decision on the type(s) of
Supplementary Academic Accommodation to be granted and advise the parties in writing.

7. Appeal Process

7.1 Decisions by SAS Advisors regarding the In-Course Academic Accommodations
under section 5.1 may be appealed to the Manager, SAS.

7.2 Decisions by SAS regarding Supplementary Academic Accommodations it will support
under Section 5.3 may be appealed to the Director, Student Wellness.

7.3 Decisions by the Dean (or designate) and when applicable, the A.V.P. Graduate
Students under 6.4 may be appealed by the student to the Senate Committee on Student
Petitions (“Petitions”) in accordance with Petitions’ Bylaws.

Academic Load

Full-time

Courses taken via Letter of Permission are not used by the University to calculate academic
load.

The normal full-time semester load for academic programs is 2.50 credits except where
otherwise prescribed by the schedule of studies.

Under the credit system, credit weight reflects student workload rather than contact hours.

Students should note that 10 to 12 hours of academic time and effort per week (including
classes) are expected for a 0.50 credit course. Exceeding the normal credit load for the
program can place the student at academic risk and should be carefully considered in
consultation with the Academic Advisor.

Part-time

Courses taken via Letter of Permission are not used by the University to calculate academic
load.

A student who is registered in fewer than 2.00 credits in a semester is considered to be
part-time.

Academic Misconduct

Academic misconduct is behaviour that erodes the basis of mutual trust on which scholarly
exchanges commonly rest, undermines the University's exercise of its responsibility to
evaluate students' academic achievements, or restricts the University's ability to accomplish
its learning objectives.

The University takes a serious view of academic misconduct and will severely penalize
students, faculty and staff who are found guilty of offences associated with
misappropriation of others' work, misrepresentation of personal performance and fraud,
improper access to scholarly resources, and obstructing others in pursuit of their academic
endeavors. In addition to this policy, the University has adopted a number of policies that
govern such offences, including the Responsible Conduct of Research
https://www.uoguelph.ca/secretariat/office-services-student-judicial-services-non-academic-appeals/policy-non-academic-misconduct. These policies will be strictly enforced. See Chapter I
Statement of Students' Academic Responsibilities for additional information.

It is the responsibility of the University, its faculty, students and staff to be aware of what
constitutes academic misconduct and to do as much as possible through education and
use of policies and preventive procedures to limit the likelihood of offences occurring.
Furthermore, individual members of the University community have the specific
responsibility of initiating appropriate action in all instances where academic misconduct
is believed to have taken place. This responsibility includes reporting such offences when
they occur and making one's disapproval of such behaviour obvious.

University of Guelph-Humber students have the responsibility of abiding by the
University's policy on academic misconduct regardless of their location of study; faculty,
staff and students have the responsibility of supporting an environment that discourages
misconduct. Students should also be aware that if they find their academic performance
affected by medical, psychological or compassionate circumstances, they should inform
the appropriate individuals, faculties, Academic Advisor and follow the available procedures
for academic consideration outlined in this calendar.

Education and Remediation

Education and remediation are key to promoting an environment in which academic
integrity will flourish. It should not be possible for a student to claim that they were not
warned about the University's academic misconduct regulations, what constitutes academic
misconduct and the potential consequences of transgressing. The need to educate students
about academic integrity places a particular responsibility on faculty, especially with
respect to discipline-specific issues.
Plagiarism using direct, verbatim quotations, paraphrased material, algorithms, formulae, unauthorized co-operation or collaboration, unauthorized aids and assistance, obstruction and interference.

submitting a computer program developed in whole or in part by someone else, impersonation, withholding false letters of support or other letters of reference; falsification false medical or compassionate certificates; fraudulent submission practices (e.g., altering date stamps); concocting facts or reference; submission of a take-home examination, essay, laboratory report, or material, or of availing oneself of the results of such impersonation. Both the impersonator and the individual impersonated (if aware of the impersonation) are subject to disciplinary proceedings under this policy.

Misrepresentation and Fraud

This category of offences covers a range of unacceptable activities, including the following:

1. Impersonation
   Impersonation involves having someone impersonate oneself, either in person or electronically, in class, in an examination or in connection with any type of academic requirement, course assignment or material, or of availing oneself of the results of such impersonation. Both the impersonator and the individual impersonated (if aware of the impersonation) are subject to disciplinary proceedings under this policy.

2. Falsification
   It is an offence to submit or present false or fraudulent assignments, research, credentials, or other documents for any academic purpose. This includes, but is not limited to:
   - falsified research or lab results and data;
   - concocting facts or reference;
   - false medical or compassionate certificates;
   - false letters of support or other letters of reference;
   - falsified academic records, transcripts or other registrarial records;
   - fraudulent submission practices (e.g., altering date stamps);
   - altering graded work for re-submission.

3. Unauthorized Aids and Assistance
   It is an offence to use or possess an unauthorized aid, to use or obtain unauthorized assistance, or to use or obtain prohibited material in any academic examination or test or in connection with any other form of academic work. Such aids or material may include, but are not limited to, specific documents, electronic equipment or devices, and commercial services (such as writing, editorial, software, or research survey services). Students should assume that any such aid is prohibited unless they are specifically advised otherwise by the faculty or invigilator. Note that unauthorized assistance does not include student support services offered by the University, such as the Learning Commons.

4. Unauthorized Co-operation or Collaboration
   It is an offence to cooperate or collaborate in the completion of an academic assignment, in whole or in part, when the faculty has indicated that the assignment is to be completed on an individual basis.

5. Withholding
   It is an offence to withhold records, transcripts or other academic documents with the intent to mislead or gain unfair academic advantage.

6. Unapproved Aids and Assistance
   It is an offence to use or possess an unauthorized aid, to use or obtain unauthorized assistance, or to use or obtain prohibited material in any academic examination or test or in connection with any other form of academic work. Such aids or material may include, but are not limited to, specific documents, electronic equipment or devices, and commercial services (such as writing, editorial, software, or research survey services). Students should assume that any such aid is prohibited unless they are specifically advised otherwise by the faculty or invigilator. Note that unauthorized assistance does not include student support services offered by the University, such as the Learning Commons.

3. Improper Access and Obstruction

1. Preventing Access to Materials
   It is an offence to alter, destroy, hide, remove without authorization, or in any other way improperly restrict access to library, electronic or other materials intended for general academic use.

2. Obstruction and Interference
   It is an offence to obstruct or otherwise interfere with the scholarly activities of another, or to alter or falsify the work of others, in order to gain unfair academic advantage. This includes, but is not limited to, deleting data or files, interfering or tampering with experimental data, with a human or animal subject, with a written or other creation (for example, a report, a photographic assignment, a film), with a chemical used for research, or with any other object of study or research device.

3. Improper Access
   It is an offence to improperly obtain through theft, bribery, collusion, or otherwise access to confidential information, examinations or test questions or to gain undue academic advantage as a result of such behaviour.

4. Improper Dissemination
   It is an offence to improperly disclose, distribute, or otherwise communicate confidential information, examinations or test questions or to gain undue academic advantage as a result of such behaviour.

The University's Strategic Directions place high value on collaboration and co-operation in the learning process, across disciplines and between institutions. Further, the strategic plan recognizes the importance of students learning to work with others in group projects and situations as key to developing skills as self-reliant learners. This is reflected in the large number of courses at this University which involve group work and encourage co-operation in completing assignments. However, there may be need to limit the amount of collaboration or cooperation. Students need to be aware of, and faculties need to be clear about assignments for which discussing or completing the work with others is not appropriate and where the expectation is that students will work separately. Faculties should be very explicit about expectations with respect to academic integrity, and information with respect to academic misconduct should be presented to students as part of the course outline, academic program orientation materials and other materials posted and distributed to students. Students need to remain aware that faculties have access to and the right to use electronic and other means of detection.

In addition, in the case of examinations, students should be sure that they read and understand the regulations with respect to conduct in examinations printed on the cover of each examination booklets, and should pay particular attention to the instructions provided on the examination attendance sheet and any additional instructions from the examination invigilators.

In support of remediation, students convicted of an academic offence may be required to successfully complete an academic integrity remediation process.

Offences

Academic misconduct is broadly understood to mean offences against the academic integrity of the learning environment. Below are descriptions of academic offences. It is important to note that, while the University has attempted to present as comprehensive a list as possible, this list of potential academic offences should not be considered exhaustive. Students are responsible for knowing what constitutes an academic offence and faculty members have a responsibility to provide students, early in their course or program, with information about academic integrity that might be particular to their discipline. An offence may be deemed to have been committed whether the student knew a particular action was an offence or ought reasonably to have known. Whether or not a student intended to commit academic misconduct is not relevant for a finding of guilt. Hurried or careless submission of assignments does not excuse students from responsibility for verifying the academic integrity of their work before submitting it. Students who are in any doubt as to whether an action on their part could be construed as an academic offence should consult with a faculty member or Program Head.

It is the responsibility of students working in a group to take all reasonable steps to ensure that work submitted to the group by individual members has not been completed in a way that violates this policy.

Further, as some academic offences may also be viewed as violations of policies on the Responsible Conduct of Research, the Policy on Non-Academic Misconduct, the criminal code and/or civil statutes, students may also be subject to procedures and penalties outlined in those policies at the University’s discretion, and to criminal prosecution or civil action.

A graduate of the University may be charged with an academic offence committed while a student of the Program, with or without modifications, as one’s own; research results, calculations and the results of calculations, diagrams, constructions, computer reports, computer code/software, and material on the internet. Some examples of plagiarism include:

- submission of a take-home examination, essay, laboratory report or other assignment written, in whole or in part, by someone else;
- using direct, verbatim quotations, paraphrased material, algorithms, formulae, scientific or mathematical concepts, or ideas without appropriate acknowledgment in any academic assignment;
- using another’s data or research findings;
- buying or selling term papers or assignments;
- submitting a computer program developed in whole or in part by someone else, with or without modifications, as one’s own;

Students have the responsibility to learn and use the conventions of documentation suitable to the discipline, and are encouraged to consult with the faculty of the course, or the Program Head for clarification if needed.
It is an offence to publish, disseminate or otherwise make public to a third party without prior written consent, confidential information. Confidential information includes but is not limited to academic information, data or documents which are not otherwise publicly available and which have been gathered or held with a reasonable expectation of confidentiality.

4. Aiding and Abetting

Knowingly aiding or abetting anyone in committing any form of academic misconduct is itself academic misconduct and subject to this policy.

Penalties

A. Range of Penalties That May Be Assessed

If a student is found guilty of academic misconduct, an Official Warning will be given that an offence is now noted in the student's record and that a subsequent offence will attract a more severe penalty. In addition, one or more of the following penalties may be assessed:

1. A requirement for submission of a new or alternative piece of work.
2. The rescinding of University-funded scholarships or bursaries.
3. Partial or total loss of marks on the examination or assignment in which the offence occurred.
4. Partial or total loss of marks for the course in which the offence occurred.
5. Suspension from the University for a period of between one and six consecutive semesters. For the period of suspension, a student will not be permitted to register and will retain none of the privileges accorded to students with respect to right of access to University faculty, staff, facilities or services.
6. A recommendation for expulsion from the University.
7. A recommendation for revocation/rescinding of a degree. A person who is found guilty of academic misconduct after having been approved for graduation, or after having a degree conferred, may have the degree rescinded or revoked when, in the opinion of the Vice-Provost, the offence, if detected, would have resulted in a sanction sufficiently severe that the degree would not have been granted at the time that it was.

B. Notes with Respect to Penalties

The following should be noted with respect to penalties:

1. Senate has approved a set of Guidelines for the Assessment of Penalties for Academic Misconduct. These guidelines are used by Program Heads and the Vice-Provost to assist them in determining appropriate penalties for individual cases.
2. Students who have been found guilty of a course-based offence and who have been assessed a penalty in addition to an Official Warning will not be permitted to drop the course or to withdraw with failure. A student who has dropped the course prior to the offence(s) being detected will have their enrolment in the course reinstated if found guilty and if the penalty assessed is other than an Official Warning.
3. Students who have been suspended for academic misconduct will not receive credit for any courses taken while under suspension. This policy applies to any credit course taken during the suspension period, be it distance, or on-campus, taken in open learning programs at the University of Guelph or at another post-secondary institution. In addition, in the case of graduate students, any research or writing completed during the suspension period may not be submitted in fulfillment of program requirements once the period of suspension is concluded.
4. A student who wishes to be considered for readmission after a suspension must make an application that will be judged on the basis of eligibility to continue. A student who is suspended for academic misconduct and also fails to meet the continuation of study requirement will normally be required to serve the associated penalties consecutively.
5. A student who has been expelled from the University of Guelph-Humber is not eligible for readmission to the University for at least five years. A student who wishes to be considered for readmission must petition the Vice-Provost to have the expulsion status removed. The Vice-Provost will form a hearing committee to review the case for lifting the admission restriction. If the committee decides to remove the expulsion status, the student who wishes to be considered for readmission must then make an application that will be judged on the basis of eligibility to continue. If the committee decides to leave the expulsion status in place, the student must wait at least another two years before submitting a new petition.
6. Penalties may be applied retroactively if an offence is discovered subsequent to completion of a course or after graduation.

Procedures

A. Notes Re: Procedures and Authority to Act

1. The Vice-Provost may delegate their authority under this policy to an appropriate designee(s). Such delegation may be full (for example, all cases are delegated to a Program Head), or partial (for example, authority with respect to offences related to course work may be delegated to a Program Head). The Vice-Provost must provide the University's Judicial Officer with the name(s) of individual(s) to whom authority has been delegated under this policy.
2. For offences related to course work (including examinations):

The relevant Program Head in which the course is offered, and the Program Head in which the student is enrolled (if different) should receive a copy of the decision.
3. For offences not related to courses, or for course offences involving students not enrolled in the course, the Vice-Provost is responsible for administering the policy.
4. In the event that the Vice-Provost has a conflict of interest in dealing with a case, the Vice-Provost will appoint another faculty member to deal with the case. In the event that the Vice-Provost's designate has a conflict of interest in dealing with a case, the Vice-Provost may appoint an alternate designate.
5. Wherever in this policy it states that a student is to be contacted, the normal expectation is that such contact will be made using the student’s University of Guelph-Humber email account.

B. Detection and Documentation

1. Examinations

The responsibility for preventing and detecting academic misconduct in an examination lies with the faculty member responsible for the course and the examination invigilators, although they may make use of reports from others to assist them in detection. In cases of suspected impersonation, the faculty member shall require the student concerned to remain after the examination until the student is satisfactorily identified. In other cases of suspected academic misconduct, the faculty member shall allow the student to complete the examination, but:

- may require that the student complete the examination in another location or setting when it is deemed that such action will cause the least disruption of those taking the examination; and
- shall confiscate any suspect material (including those portions of the examination completed to that point), along with the student’s other examination booklet(s) (collected at the end of the exam).

The chief invigilator shall give a full report, together with any confiscated material, to the faculty-in-charge of the course if the faculty is not the chief invigilator.

2. Term assignments, including research and thesis work

The initial responsibility for detecting academic misconduct on term assignments, etc., necessarily lies with the person(s) responsible for evaluation and discussion of the student’s work, although that person may make use of reports from others to assist in detection, and may make use of electronic means of detection appropriate to the discipline. Where academic misconduct is suspected, the evaluator/marker shall retain possession of any suspect material and give a full report in writing together with any confiscated material to the faculty-in-charge of the course, or to the student’s Program Head, if the faculty/advisor is not the evaluator/marker. At this stage, the student will be informed by the faculty/advisor that a suspicion of academic misconduct is being investigated.

3. Cases outside the domain of examinations or assignments

The responsibility for detecting academic misconduct in the context of an academic environment that is not part of the formal examination or assignment process rests with the entire University community. Where academic misconduct is suspected, but where it is unclear whether it is directly related to a specific course, or where the specific course is unknown, those with knowledge of an offence should contact the Program Head, for the program in which the student is enrolled. If the suspected offence appears to be related to a specific course, then the faculty of the course should be contacted.

C. Investigation and Judgment

1. Offences Related to Course Work, Research, Thesis Work or Examinations

a. When a faculty suspects that an academic offence has been committed, the faculty member are responsible for gathering evidence to support or to nullify the suspicion and may invite the student to meet with them to discuss the concerns. The faculty should pursue the gathering of evidence in a timely way. The normal expectation for assignments due within the semester is that faculties will complete their evidence gathering within ten working days of the due date for the assignment. For assignments submitted at the end of the semester or during the examination period, the faculty has until the tenth day of the subsequent semester to collect the evidence and determine whether to pursue a case. In a case where a faculty requires substantial additional time to collect and review the evidence, they may seek an extension of time from the Program Head.

b. If after reviewing the available evidence the faculty believes an offence may have been committed, they shall refer the case to the Program Head responsible for the course. The referral document will include all evidentiary material collected by the faculty along with the transmittal form on which the faculty may include a recommendation with respect to penalty should the allegation be upheld. A copy of the first page of the transmittal form shall be sent to the Office of the Vice-Provost by the Program Head.

c. If the Program Head believes that there is sufficient evidence to support a charge of academic misconduct, they will forward the transmittal form and all evidentiary material to the Vice-Provost, normally within ten working days of receipt of the allegation from the faculty.
d. Normally within ten working days of receipt of the case from the Program Head, the Vice-Provost will invite the student to meet with them to discuss the allegation(s). If the student does not respond within ten working days to the request for an interview, or if the student refuses to attend an interview, the Vice-Provost may proceed with a decision in the case. The student may be accompanied at the meeting by a support person. Prior to meeting with the student, the Vice-Provost may consult with any individuals the Program Head believes pertinent to the case. At the meeting, the student will be presented with the evidence collected by the faculty and Program Head to that point. Based on the student's response to the evidence, the Vice-Provost may engage in further consultation with any individuals deemed pertinent to the case. The student will be informed of any other evidence gathered as a result of those consultations and be given an opportunity to respond prior to the Vice-Provost reaching a decision on the case.

e. If after weighing the available evidence the Vice-Provost finds an offence has been committed, the Vice-Provost will contact Registrarial Services as appropriate to determine whether this is a first offence.

f. In determining the appropriate penalty, the Vice-Provost will consult the Guidelines for Penalties for Academic Misconduct, will take into consideration the recommendation from the faculty and/or Program Head and consider such factors as the relative weight of the assignment, the semester level of the student, any record of previous offences, the seriousness of the offence (e.g. the amount of work plagiarized), and any mitigating circumstances presented by the student.

g. Normally within ten working days of the meeting with the student, or ten days from the due date of the final communication with the student with respect to any additional evidence, the Vice-Provost will inform the student in writing of the disposition of the case. In a case where the Vice-Provost requires substantial additional time to review the evidence and come to a judgment, they may announce an extension of time for reaching the decision.

Should the Vice-Provost determine that an academic offence has not been committed the Vice-Provost shall so inform the student, the faculty and the Program Head, in writing. A copy of the letter will be forwarded to Academic Advisor and the Campus Registrar. Thereafter, the complaint shall have no official status as an accusation of academic misconduct and no record of the complaint shall be maintained on the student's record

2 A statistical record will be kept by the Office of the Vice-Provost for annual reporting purposes.

2. Other Offences

a. Cases involving offences that are not course-related are dealt with by the Vice-Provost. Examples of such offences include, but are not limited to falsification of credentials for admission purposes, damaging of library materials, abetting the cheating of another in a course in which the abettor is not enrolled, and obstructing or interfering with the academic activities of others.

b. When a case is brought to the attention of the Vice-Provost, the Vice-Provost shall inform the student that an allegation has been made and invite the student to meet to discuss the allegation. The Vice-Provost will also inform the Campus Registrar (as appropriate). If the student does not respond within ten working days to the request for an interview or refuses to attend an interview, the Vice-Provost may proceed with a decision in the case. The student may be accompanied at the meeting by a support person. Prior to meeting with the student, the Vice-Provost may meet with any individuals or collect evidence as deemed pertinent to the case. At the meeting, the student will be presented with the evidence collected by the Vice-Provost to that point. Based on the student's response to the evidence, the Vice-Provost may consult with any other individuals deemed pertinent to the case. The student will be informed of any other evidence gathered as a result of those consultations and be given an opportunity to respond prior to the Vice-Provost reaching a decision on the case.

c. If after weighing the available evidence the Vice-Provost finds that an offence has been committed, the Vice-Provost will contact Registrarial Services as appropriate to determine whether this is a first offence. The Vice-Provost may impose penalties in accordance with Penalties A. and B. above. In the event that the Vice-Provost believes suspension or a recommendation for expulsion/revocation is warranted, the recommendation from the faculty and/or Program Head and consider such factors as the relative weight of the assignment, the semester level of the student, any record of previous offences, the seriousness of the offence (e.g. the amount of work plagiarized), and any mitigating circumstances presented by the student.

d. Normally within ten days of meeting with the student, or of the final communication with the student with respect to evidence, the Vice-Provost shall inform the student in writing of the decision in the case, and copy the letter to the relevant university officials, including Undergraduate Program Services/Graduate Program Services (as appropriate). In a case where the Vice-Provost requires substantial additional time to gather evidence and make a judgment, the Vice-Provost may seek an extension from the Provost and Vice-President Academic.

The Informal Academic Appeal Process

A student who has concerns regarding an academic decision should first discuss the matter directly with the responsible faculty member or other decision-maker who shall provide the student with the reason(s) for the decision.

If resolution cannot be reached at the faculty/decision-maker level, the student should see the responsible Program Head to mediate the concern. If the Program Head mediation is unsuccessful, the student may resort to a Formal Appeal.

Throughout the informal appeal process, the student shall provide any and all documentation (e.g. medical reports) that may be relevant to the resolution of the concern. The Academic Advisor and the Campus Registrar, shall be advised, in writing (e.g. official grade re-assessment), of any changes relating to the student’s record that may occur as the result of an informal appeal process.

An informal appeal must be launched no later than ten (10) working days after the end of the term within which the course was offered, or, in the case of an academic misconduct decision, after the date at which the student is informed of the decision.

The informal appeal process is to be completed within ten (10) working days of its initiation by the student, and it is incumbent upon both parties to make every effort to meet that deadline. The results (and reasons why) of any and all levels of an academic appeal must be documented to the student and kept on file by the Campus Registrar.

If the student considers that the informal appeal process has not satisfactorily resolved the academic concern, the student may move to the formal appeal panel process.

Note: A student can request their Academic Advisor to work with them during the informal academic appeal process. The Academic Advisor can provide guidance and advice to the student, in an effort to mediate with the appropriate faculty member unit, and/or academic.

The Formal Appeal

If an academic concern is not satisfactorily resolved during the informal appeal process, the Student may file a formal appeal with the Campus Registrar. All formal appeals must be filed within ten (10) working days of the conclusion of an informal appeal process. Normally, appeals submitted beyond the 10 working-day deadline will not be accepted.

1. Formal appeals must be in writing, stating all grounds for the appeal and the resolution being sought, and must be submitted on the University of Guelph-Humber Application for an Academic Appeal Hearing Form, to the Campus Registrar. At the time the appeal is filed, the student shall submit all supporting documentation to the Campus Registrar, for distribution to the Appeal Panel and the appropriate academic unit(s) along with the name(s) of individual(s) accompanying the student.

Upon receipt of all of the above documents, the academic unit (led by the appropriate Program Head) shall have five (5) working days to submit all documentation they will be presenting at the Formal Appeal Hearing. The Campus Registrar shall distribute these documents to the Student and the Appeal Panel. The Student shall have five (5) working days to review the submissions of the academic unit prior to the Hearing. Extensions to these time frames may be granted by the assigned Chair of the Appeal Panel if extenuating circumstances can be shown. No new documentation from either the Student or the academic unit may be submitted on the day of the Appeal, unless otherwise directed by the assigned Chair of the Appeal Panel.

2. Timing and Notice of a Formal Appeal

Once a formal appeal is filed, the Campus Registrar shall schedule the hearing accordingly. In the event of an emergency, a formal hearing may be scheduled at a time not previously published.

The student may withdraw a formal appeal prior to the scheduled hearing. A formal appeal may be dismissed without a hearing of its substance on any of the following grounds:

- The student has previously submitted the same, or substantially the same complaint to the formal appeal process.
- The student has not followed the appropriate appeal-filing procedure.
- The student has commenced civil or other litigation against the University of Guelph and/or Humber College regarding the issue in question.

In order to allow the student an opportunity for rebuttal, the decision to dismiss an appeal on any of the above-noted grounds can only be made by the Appeal Panel at the scheduled hearing.

3. Formal Appeal Panel:

Each Appeal Panel shall be drawn from a group of University of Guelph-Humber faculty and student volunteers.
An Appeal Panel consists of three individuals (one of whom acts as Chair) selected from programs other than the program in which the student is registered, and the academic unit in which the academic decision being appealed originated. The membership of each panel shall include two full-time faculty members (one from the University of Guelph and one from Humber College) and one full-time University of Guelph-Humber student.

To ensure consistency of process, each Appeal Panel will be chaired by one of those selected individuals who has received additional training in the role and responsibilities of a Chair.

4. Academic Appeal Hearing Protocol:

Prior to the Hearing, the appointed Chair of the Appeal Panel shall confirm the Hearing participants with the Campus Registrar. The Student may bring to the Appeal Hearing witnesses who can provide further information directly related to the Appeal. The Student may have an individual accompany them to the Hearing in a support role. This individual cannot actively participate in the Hearing. Notice of the intent to be so accompanied and the names of any witnesses to be present on the student’s behalf should be provided at the time a formal appeal is filed.

Individuals representing the academic unit may include the appropriate Program Head, but will always include any faculty member directly involved in the academic decision being appealed.

If two or more formal appeals are submitted which involve the same or similar questions, the Chair may:

a. combine the appeals or any part of them, with the consent of the parties;

b. hear the appeals at the same time, with the consent of the parties;

c. hear the appeals one immediately after the other; or

d. stay one or more of the appeals until after the determination of one of them.

An Appeal Panel member having any prior knowledge of the student or of the nature and circumstances of the Appeal which, in the view of the Chair, would lead to an apprehension of bias must withdraw from the Panel. In the event that it is the Chair’s knowledge which causes a possible apprehension of bias, the decision as to whether the Chair should withdraw shall be made by unanimous vote of the other two members of the Panel.

Academic Appeal hearings shall be conducted in closed session. Recording devices are not permitted to be used in connection with the Academic Appeal Process, including the hearing. Legal representation is not permitted on behalf of any party during the Academic Appeal Process, including the hearing. All information/matters, not otherwise publicly available, presented and/or discussed at an appeal hearing are deemed confidential.

Once the hearing is in session, all participants, other than witnesses, must remain until all information has been presented and the meeting has been formally adjourned and/or concluded. Witnesses called by either the student or the academic unit will be dismissed by the Chair of the Appeal Panel once they have presented their information and have been questioned by the other party to the Appeal, and by the Appeal Panel.

The decision of the Appeal Panel shall be by majority vote and is final and binding on all parties. The Student and/or academic unit(s) are precluded from seeking subsequent review of the appeal decision under any policy or procedure within the University of Guelph-Humber, Humber College, or subsequent review of the appeal decision under any office or in accordance with any policy or procedure within the University of Guelph-Humber, Humber College, or University of Guelph.

One copy of all materials presented at the Academic Appeal Hearing shall be kept on file for a period of 7 years from the date of the hearing.

The guidelines below provide a range of penalties (minima and maxima) for the various offences identified in the Policy on Academic Misconduct as well as indicate what penalty is deemed to be the norm for the offence in the case of a first or second year student. It should be noted that subsequent offence means any subsequent offence, not only a subsequent offence in the same category.

For a course-based offence, the Vice-Provost may assign penalties up to and including loss of grades if the offence is a first offence. If there is a previous offence on the student’s record, or if the Program Head believes a stronger penalty is merited, the case is forwarded to the Vice-Provost for penalty assessment.

In cases where the Vice-Provost is of the opinion that there is cause for a penalty different from those indicated in the guidelines (either higher or lower), they will review the penalty with the Vice-President Academic. The Vice-Provost will also consult in cases where the contemplated penalty is suspension or expulsion.

In a case where the Vice-Provost is of the opinion that the finding of guilt is not supported by the evidence, the Vice-Provost will review the case with the Program Head. If the Program Head and Vice-Provost are unable to reach an agreement on the case, the Vice-Provost will consult with the Vice President’s Academic before making final determinations as to the finding of guilt and any penalty to be applied in the event that Vice-Provost upholds the finding of guilt.

In determining the appropriate penalty the Vice-Provost will take into consideration these guidelines, the recommendation from the faculty, the recommendation from the Program Head, and any other relevant factors such as the relative weight of the assignment, the semester level of the student, the seriousness or extent of the offence (e.g. the amount of work plagiarized), any record of previous offences, and any mitigating circumstances presented by the student.

1. Guidelines for Penalties for Academic Misconduct in Addition to Official Warning

A. Misappropriation of Other’s Work

In the tables below (N) indicates the normal expectation for penalty for a first or second year undergraduate, or first year graduate student.

<table>
<thead>
<tr>
<th>Offences</th>
<th>First Offence</th>
<th>Subsequent Offences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor</td>
<td>Resubmission of new work (N) Loss of grades Zero on the assignment</td>
<td>Loss of grades (N) Zero on the assignment Zero in the course Loss of scholarship/bursary Suspension</td>
</tr>
<tr>
<td>Major</td>
<td>(N) Zero in the course Loss of scholarship/bursary Suspension</td>
<td>Zero in the course Loss of scholarship/bursary (N) Suspension Expulsion/Revocation</td>
</tr>
</tbody>
</table>

2. Copying

Misappropriation of Other’s Work - Copying

<table>
<thead>
<tr>
<th>Offences</th>
<th>First Offence</th>
<th>Subsequent Offences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor</td>
<td>Resubmission of new work (N) Loss of grades Zero on the assignment</td>
<td>Loss of grades (N) Zero on the assignment Zero in the course Loss of scholarship/bursary Suspension</td>
</tr>
<tr>
<td>Major</td>
<td>(N) Zero in the course Loss of scholarship/bursary Suspension</td>
<td>Zero in the course Loss of scholarship/bursary (N) Suspension Expulsion/Revocation</td>
</tr>
</tbody>
</table>

3. Unauthorized Collaboration

Misappropriation of Other’s Work - Unauthorized Collaboration

<table>
<thead>
<tr>
<th>Offences</th>
<th>First Offence</th>
<th>Subsequent Offences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor</td>
<td>Resubmission of work (N) Loss of grades Zero on the assignment</td>
<td>Loss of grades (N) Zero on the assignment Zero in the course Loss of scholarship/bursary Suspension</td>
</tr>
<tr>
<td>Major</td>
<td>(N) Zero in the course Loss of scholarship/bursary Suspension</td>
<td>Zero in the course Loss of scholarship/bursary (N) Suspension Expulsion/Revocation</td>
</tr>
</tbody>
</table>
B. Misrepresentation and Fraud

1. Impersonation

Misrepresentation and Fraud - Impersonation

<table>
<thead>
<tr>
<th>Offences</th>
<th>First Offence</th>
<th>Subsequent Offences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor</td>
<td>(N) Zero on the assignment</td>
<td>(N) Zero in the course</td>
</tr>
<tr>
<td></td>
<td>Zero in the course</td>
<td>Loss of scholarship/bursary Suspension</td>
</tr>
<tr>
<td></td>
<td>Loss of scholarship/bursary Suspension</td>
<td></td>
</tr>
<tr>
<td>Major</td>
<td>Zero in the course</td>
<td>Zero in the course</td>
</tr>
<tr>
<td></td>
<td>Loss of scholarship/bursary Suspension</td>
<td>Loss of scholarship/bursary Suspension</td>
</tr>
<tr>
<td></td>
<td>(N) Suspension</td>
<td>(N) Expulsion/Revocation</td>
</tr>
</tbody>
</table>

2. Falsification

In addition to any penalty that may be applied, if a document is discovered to have been falsified, the document is null and void and the action permitted by the document is reversed.

If the falsified document is course-related (e.g., medical note) a zero in the course is the normal expectation for penalty for a first offence.

Misrepresentation and Fraud - Falsification

<table>
<thead>
<tr>
<th>Offences</th>
<th>First Offence</th>
<th>Subsequent Offences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor and Major</td>
<td>Resubmission of work</td>
<td>Zero in the course</td>
</tr>
<tr>
<td></td>
<td>Loss of grades</td>
<td>Loss of scholarship/bursary Suspension</td>
</tr>
<tr>
<td></td>
<td>Zero on the assignment</td>
<td>(N) Suspension</td>
</tr>
<tr>
<td></td>
<td>Loss of scholarship/bursary Suspension</td>
<td>Expulsion/Revocation</td>
</tr>
<tr>
<td>Major</td>
<td>Zero in the course</td>
<td>Zero in the course</td>
</tr>
<tr>
<td></td>
<td>Loss of scholarship/bursary Suspension</td>
<td>Loss of scholarship/bursary Suspension</td>
</tr>
<tr>
<td></td>
<td>(N) Suspension</td>
<td>(N) Expulsion/Revocation</td>
</tr>
<tr>
<td></td>
<td>Expulsion/Revocation of degree or admission offer</td>
<td></td>
</tr>
</tbody>
</table>

3. Withholding of documents

If the withheld information would have affected admission to a course then a zero in the course is the normal expectation for penalty for a minor subsequent offence.

Misrepresentation and Fraud - Withholding of documents

<table>
<thead>
<tr>
<th>Offences</th>
<th>First Offence</th>
<th>Subsequent Offences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor</td>
<td>(N) Official warning</td>
<td>(N) Zero in the course</td>
</tr>
<tr>
<td></td>
<td>Loss of grades</td>
<td>Loss of scholarship/bursary Suspnsion</td>
</tr>
<tr>
<td></td>
<td>Resubmission of work</td>
<td>(N) Suspension</td>
</tr>
<tr>
<td></td>
<td>Zero on the assignment</td>
<td>Expulsion/Revocation</td>
</tr>
<tr>
<td>Major</td>
<td>Zero in the course</td>
<td>Zero in the course</td>
</tr>
<tr>
<td></td>
<td>Loss of scholarship/bursary Suspension</td>
<td>Loss of scholarship/bursary Suspension</td>
</tr>
<tr>
<td></td>
<td>(N) Suspension</td>
<td>(N) Expulsion/Revocation</td>
</tr>
<tr>
<td></td>
<td>Expulsion/Revocation of degree or admission offer</td>
<td></td>
</tr>
</tbody>
</table>

4. Unauthorized Aids

Misrepresentation and Fraud - Unauthorized Aids

<table>
<thead>
<tr>
<th>Offences</th>
<th>First Offence</th>
<th>Subsequent Offences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor and Major</td>
<td>Resubmission of work</td>
<td>Zero in the course</td>
</tr>
<tr>
<td></td>
<td>Loss of grades</td>
<td>Loss of scholarship/bursary Suspension</td>
</tr>
<tr>
<td></td>
<td>Zero on the assignment</td>
<td>(N) Suspension</td>
</tr>
<tr>
<td></td>
<td>Loss of scholarship/bursary Suspension</td>
<td>Expulsion/Revocation</td>
</tr>
<tr>
<td></td>
<td>(N) Zero on the assignmentexam</td>
<td></td>
</tr>
</tbody>
</table>

C. Improper Access and Obstruction

These offences may also be subject to penalty under the Policy on Non-Academic Misconduct.

1. Preventing Access

Improper Access and Obstruction - Preventing Access

<table>
<thead>
<tr>
<th>Offences</th>
<th>First Offence</th>
<th>Subsequent Offences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor</td>
<td>(N) Official warning</td>
<td>(N) Zero in the course</td>
</tr>
<tr>
<td></td>
<td>Resubmission of work</td>
<td>Loss of scholarship/bursary Suspension</td>
</tr>
<tr>
<td></td>
<td>Loss of grades</td>
<td>(N) Suspension</td>
</tr>
<tr>
<td></td>
<td>Zero on the assignment</td>
<td>Expulsion/Revocation</td>
</tr>
<tr>
<td>Major</td>
<td>(N) Zero in the course</td>
<td>Zero in the course</td>
</tr>
<tr>
<td></td>
<td>Loss of scholarship/bursary Suspension</td>
<td>Loss of scholarship/bursary Suspension</td>
</tr>
<tr>
<td></td>
<td>(N) Suspension</td>
<td>(N) Expulsion/Revocation</td>
</tr>
</tbody>
</table>

2. Obstruction and Interference

Improper Access and Obstruction - Obstruction and Interference

<table>
<thead>
<tr>
<th>Offences</th>
<th>First Offence</th>
<th>Subsequent Offences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor and Major</td>
<td>Loss of grades</td>
<td>Zero in the course</td>
</tr>
<tr>
<td></td>
<td>Zero on the assignment</td>
<td>Loss of scholarship/bursary Suspnsion</td>
</tr>
<tr>
<td></td>
<td>Loss of scholarship/bursary Suspension</td>
<td>(N) Suspension</td>
</tr>
<tr>
<td></td>
<td>(N) Expulsion/Revocation</td>
<td></td>
</tr>
</tbody>
</table>

3. Improper Access

Improper Access and Obstruction - Improper Access

<table>
<thead>
<tr>
<th>Offences</th>
<th>First Offence</th>
<th>Subsequent Offences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor and Major</td>
<td>Zero in the course</td>
<td>Zero in the course</td>
</tr>
<tr>
<td></td>
<td>Loss of scholarship/bursary Suspension</td>
<td>Loss of scholarship/bursary Suspension</td>
</tr>
<tr>
<td></td>
<td>(N) Suspension</td>
<td>(N) Expulsion/Revocation</td>
</tr>
<tr>
<td></td>
<td>Expulsion/Revocation of degree or admission offer</td>
<td></td>
</tr>
</tbody>
</table>

4. Improper Dissemination

Improper Access and Obstruction - Improper Dissemination

<table>
<thead>
<tr>
<th>Offences</th>
<th>First Offence</th>
<th>Subsequent Offences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor and Major</td>
<td>Zero in the course (if applicable)</td>
<td>Zero in the course</td>
</tr>
<tr>
<td></td>
<td>(N) Suspension</td>
<td>Loss of scholarship/bursary Suspension</td>
</tr>
<tr>
<td></td>
<td>Expulsion/Revocation</td>
<td>(N) Expulsion/Revocation</td>
</tr>
</tbody>
</table>

Academic Standing

A term academic standing is assigned to each completed semester according to the requirements of the Continuation of Study policy. A student whose term academic standing is “Required to Withdraw” according to the requirements of the Continuation of Study policy may have their term academic standing changed to “Probation” as a result of a request for Academic Consideration.

Eligible to Continue

A student who does satisfy the program requirements for continuation of study will be eligible to continue.

Probationary

A student who does not satisfy the program requirements for continuation of study will be required to continue in their program if granted probationary status (see Continuation of Study in this section).

Required to Withdraw

A student who does not satisfy the program requirements for continuation of study will be required to withdraw from the University for a minimum of two semesters (see Continuation of Study in this section).

Students who do not satisfy the program requirements may appeal to the Academic Review Sub-Committee for probationary status to be granted based on medical, psychological or compassionate grounds using the Request for Academic Consideration form.

Readmission to a program at the University of Guelph-Humber is not automatic. Students who are required to withdraw must apply for readmission to the University after completing the minimum two semesters of rustication. Students should consult Section IV — Admission Information regarding appropriate admission requirements and deadline dates.

A student who has been required to withdraw and who has made an appeal for probationary status to the Academic Review Sub-Committee will not be allowed to attend classes until such time that the appeal is granted.

Adding Courses

A student may not add a course in which pass standing (or higher) has been achieved on a previous course attempt unless so directed by the appropriate Academic Review Sub-committee.

All course additions to a student’s program for a particular semester are to be completed by the end of the add period. On the last day of the add period, students will be able to add courses up to a maximum of 3.25 credits on a first-come, first-served basis. Additionally, with a signature from the Program Head, under exceptional circumstances a student will be able to enroll in more than 2.75 credits earlier in the process. The addition of a course after the end of the add period will be considered only in exceptional circumstances and will require the approval of both the faculty for the course and the program head of the program in which the student is enrolled. The Program Head’s signature should be sought first but does not presume the judgment of the faculty as to the appropriateness of the late addition for the particular course. In practice, the following have been deemed to be exceptional circumstances: illness or compassionate grounds for missing all or part of the first three class days; interchanging courses with common lectures, one with and one without labs; late resolution of appeals; failure of a deferred course condition or examination; university errors in registration procedures.
Caution: Students granted permission to add a course after the end of the add period may encounter difficulty in mastering course content and may be unable to meet all course requirements. The University has no obligation to assist students to pick up material that has been missed because of late enrolment.

Course Requisite(s)

A student wishing to enrol in a course for which the student does not have credit for the stated course requisite(s) may seek permission from the Program Head to have the requisite(s) waived. The student seeking the waiver must obtain a Course Requisite/Restriction Waiver and have it completed by the Program Head. The student must then present the completed form along with a completed Course Request form to the Academic Advisor for processing. The course (or section) will be added to the student’s record if space exists in the class (or section) in question. The Program Head’s signature on the Course Requisite/Restriction Waiver, in no way guarantees space exists in the class (or section). Forms are available from the Registrarial Services office.

Regular Courses

Regular courses may be added without permission of the Academic Advisor as long as the student is eligible to continue. Regular courses are those courses for which the student has all necessary course and credit prerequisites.

Address for University Communication

Depending on the nature and timing of the communication, the University may use one of these addresses to communicate with students. Students are, therefore, responsible for checking all of the following on a regular basis:

Email Address

The University issued e-mail address is considered an official address and will be used for correspondence from the University. Students are responsible for monitoring their University-issued e-mail account regularly. See Chapter 1 - Statement of Student's Responsibilities for more information.

Home Address

Students are responsible for maintaining a current mailing address with the University. Address changes can be made, in writing, through Registrarial Services, GH108. The change of address form is available Current Students – Registration Forms.

Admissions

University of Guelph-Humber students may, at some point, be required to complete and submit an application form related to admission. The two most common reasons for submitting this internal application form are: to apply to transfer from one program to another or to apply for readmission to a program.

Application forms must be submitted by the deadline date established for each semester. Application deadline dates are published in Chapter IV - Admission Information.

Associated Program Requirements

Program Committees have the option of identifying, as requirements for graduation, program components that are not academic courses and do not carry an academic credit weight. Associated Program Requirements allow programs to give formal recognition (but not academic credit) to the successful completion of program components that are primarily non-academic but are judged by the program committee as essential to fulfil the objectives of a degree or diploma program. Associated Program Requirements, when valid, are identified in Chapter IX - Degree Programs in the schedule of studies for each applicable area of study.

Attendance at Class

Faculty will inform students of the attendance requirements for individual courses in accordance with the policy and requirements of the specific program.

Caution: A student, who for any reason does not attend classes regularly, runs the risk of being unable to complete the work of the semester and is advised to report to their Academic Advisor for academic counselling upon return to classes.

Auditing Courses

Permission to audit a course must be obtained from the Faculty for the course, the Program Head responsible for the course in question and the Academic Advisor.

The faculty shall provide to persons intending to audit a course a written statement prescribing the extent to which they may participate in the work of the course. No official transcript record of audited courses will be provided. The procedures for registration and course changes are the same as for regular course attempts, except that after the end of the add period, a student who is registered under audit status for a particular course is committed to that status and may not convert to credit status for the same course. A student may change from credit to audit status up to the drop deadline applicable to that course, with approval. A fee is assigned for each audit course except in the case of a student holding full-time classification. Full-time students who have received approval for audit courses are not assessed additional fees.

The student who receives approval to audit should discuss with the faculty the conditions under which that approval is given including, for example, attendance, submission of term work, taking of examinations.

An approved audit course does not constitute a course attempt. No official grade will be reported, and audit courses will not be used in the determination of the eligibility for continuation of study. Also, no official documentation will be provided to verify the auditing of a course.

Audit courses are not considered in calculating full-time or part-time status.

Continuation of Study

For continuation of study within a University of Guelph-Humber program, a student must satisfy the conditions as set down under Schedule 1 or Schedule 2. The appropriate schedule will be determined by the criteria outlined below.

Schedule 1

Students will follow Schedule 1 if:

1. they have registered for the first time at the University of Guelph-Humber with no previous registration in another college or university; or
2. they have been registered in a program at this University, are eligible to continue study in that program and subsequently transfer to another University of Guelph-Humber program; or
3. they have transferred from another university or college and have been admitted to semester 1 at this University; or
4. they have been required for any reason other than academic performance to withdraw from the program, and subsequently are accepted for readmission to that program; or
5. they have registered at the University of Guelph-Humber as an exchange student.

Schedule 1 Regulations

All degree programs have established conditions which must be met for continuation of study. Continuation of study within a program is permitted provided the standards of academic performance listed below are met. In some instances, students not meeting the requirements may be allowed to proceed on probation (see Chapter VII - Academic Standing-Probation). If these conditions are not met, the student will be required to withdraw from the program for a minimum of two semesters and may apply for readmission after that period of time.

The continuation of study regulations at the University of Guelph-Humber are based on the principle that students must maintain a minimum average of 60%. To allow for transition issues, some leniency has been built into the minimum average requirement during the first 5.00 credit attempts. The student's cumulative average will be reviewed first. If the student's cumulative average does not meet the minimum required, the student will either be required to withdraw or placed on probation. When a student is placed on probation the student will be required to obtain a minimum semester average. In subsequent semesters the student will either be required to withdraw, allowed to continue on probation, or be placed back on regular status. Students will be taken off probation once their cumulative average is greater than, or equal to 60%.

Conditions for continuation of study are applied using the following tables:

Number of Credit Attempts: between 0.25 and 2.50

Students who have attempted between 0.25 and 2.50 credits will be allowed to continue regardless of the cumulative average. Students will be placed on probation if their cumulative average falls below 50%.

Number of Credit Attempts: between 2.75 and 5.00

If Eligible to Continue

Continuation of Study Assessment for Students in Semester 2 following Schedule 1

<table>
<thead>
<tr>
<th>Cumulative Average (C)</th>
<th>Status of Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>C &lt; 50%</td>
<td>Required to Withdraw</td>
</tr>
<tr>
<td>C ≥ 50% and C &lt; 60%</td>
<td>Probationary Status</td>
</tr>
<tr>
<td>C ≥ 60%</td>
<td>Eligible to Continue</td>
</tr>
</tbody>
</table>

If on Probation

Continuation of Study Assessment for Students in Semester 2 on Probation following Schedule 1

<table>
<thead>
<tr>
<th>Cumulative Average (C)</th>
<th>Status of Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>S &lt; 50% or C &lt; 50%</td>
<td>Required to Withdraw</td>
</tr>
<tr>
<td>S ≥ 50% but C &lt; 50%</td>
<td>Required to Withdraw</td>
</tr>
<tr>
<td>S ≥ 50% but C &lt; 60%</td>
<td>Probationary Status</td>
</tr>
<tr>
<td>C ≥ 60%</td>
<td>Eligible to Continue</td>
</tr>
</tbody>
</table>
Continuation of Study Assessment for Students in Semester 3 and Higher following Schedule 1

<table>
<thead>
<tr>
<th>Cumulative Average (C)</th>
<th>Status of Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>C &lt; 50%</td>
<td>Required to Withdraw</td>
</tr>
<tr>
<td>C ≥ 50% and C &lt; 60%</td>
<td>Probationary Status</td>
</tr>
<tr>
<td>C ≥ 60%</td>
<td>Eligible to Continue</td>
</tr>
</tbody>
</table>

If on Probation

Continuation of Study Assessment for Students in Semester 3 and Higher on Probation following Schedule 1

<table>
<thead>
<tr>
<th>Cumulative Average (C)</th>
<th>Status of Student</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>S ≥ 60% but C &lt; 60%</td>
<td>Probationary Status</td>
</tr>
<tr>
<td>C ≥ 60%</td>
<td>Eligible to Continue</td>
</tr>
</tbody>
</table>

Schedule 2

Normally students who transfer from another university or college will be required to follow Schedule 2. Students who are readmitted to this University but whose prior record renders them ineligible to proceed under Schedule 1 will be required to follow Schedule 2.

Schedule 2 Regulations

Continuation of study is permitted provided the student meets the conditions outlined below. In some instances, students not meeting the requirements may be allowed to proceed on probation. If these conditions are not met, the student will be required to withdraw from the program for a minimum of two semesters and may apply for readmission after that time.

The continuation of study regulations are based on the principle that students must be maintaining a 60% average. The details of the continuation of study model follow. The student's cumulative average will first be reviewed. If it does not meet the required level, the student will either be required to withdraw or placed on probation. Students who are placed on probation will be required to obtain a given semester average in subsequent semesters. As a result of this review, the student will either be required to withdraw, remain on probation, or placed back on regular status. Students will be taken off probation once their cumulative average is greater than, or equal to 60%.

Continuation of Study is assessed each semester. Students whose cumulative average falls below 60% will be placed on probation for one semester, and then assessed based on their semester average.

If Eligible to Continue

Continuation of Study Assessment for Students following Schedule 2

<table>
<thead>
<tr>
<th>Cumulative Average (C)</th>
<th>Status of Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>C &lt; 50%</td>
<td>Required to Withdraw</td>
</tr>
<tr>
<td>C ≥ 50% and C &lt; 60%</td>
<td>Probationary Status</td>
</tr>
<tr>
<td>C ≥ 60%</td>
<td>Eligible to Continue</td>
</tr>
</tbody>
</table>

If on Probation

Continuation of Study Assessment for Students on Probation following Schedule 2

<table>
<thead>
<tr>
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<td>Probationary Status</td>
</tr>
<tr>
<td>C ≥ 60%</td>
<td>Eligible to Continue</td>
</tr>
</tbody>
</table>

Note: Alternative course evaluations will not be included in the Continuation of Study calculations. Pass (P), Outstanding Pass (OP), Fail (F), Credit Standing (CRD) or Withdrawal with Failure (WF). Courses taken on a Letter of Permission will also not be included in the calculations. Students negatively affected by the omission of these courses in the Continuation of Study calculations may appeal a continuation decision to the Academic Review Committee.

Students enrolled in six-week courses will not be evaluated for continuation of study until the end of the 12-week semester.

Class Level Calculation

All programs determine class level on the basis of successfully completed courses plus the number of courses in progress. As courses are dropped and added, or grades are received, the class level must be adjusted accordingly. Class Level is determined as follows:

Class Level Calculation

<table>
<thead>
<tr>
<th>Successfully Completed Credits and Credits In-progress</th>
<th>Class Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00 - 2.50</td>
<td>1</td>
</tr>
<tr>
<td>2.75 - 5.00</td>
<td>2</td>
</tr>
<tr>
<td>5.25 - 7.50</td>
<td>3</td>
</tr>
<tr>
<td>7.75 - 10.00</td>
<td>4</td>
</tr>
<tr>
<td>10.25 - 12.50</td>
<td>5</td>
</tr>
<tr>
<td>12.75 - 15.00</td>
<td>6</td>
</tr>
<tr>
<td>15.25 - 17.50</td>
<td>7</td>
</tr>
<tr>
<td>17.75 - 20.00</td>
<td>8</td>
</tr>
<tr>
<td>20.25 - 22.50</td>
<td>9</td>
</tr>
<tr>
<td>22.75 (or more)</td>
<td>10</td>
</tr>
</tbody>
</table>

Credit/No Credit Grading Option

The University of Guelph-Humber is committed to developing the whole student, providing a learning environment that encourages exploration. The credit/no credit course option will encourage student learning and participation in academic areas in which they have interest but perhaps not expertise. This policy allows undergraduate students who have completed a minimum of 4.00 credits to receive credit for eligible courses without impacting their grade point average.

Students complete course work as usual and must achieve a final mark of at least 50.00%, in order to receive a Pass under this option. The course(s) are not included in the calculation of the student’s overall cumulative or semester average, or specialization average.

Undergraduate students may elect to take up to 2.00 credits (typically equal to four, one-semester courses) on the credit/no credit grading option. The choice is not restricted as to year or level of course.

Students may use the credit/no credit option to satisfy Certificate requirements. If a student receives a Fail, the course credit amount will be deducted from the 2.00 credit available to the student on the credit/no credit grading option. To qualify for this grading option, students must:

- have a cumulative (overall) average of 60.00%, the minimum required by the University to continue studies with a Term Academic Standing of Eligible to Continue
- have completed at least 4.00 credits
- have completed the pre-requisites for the course for which they would like to enroll in as credit/no credit
- submit a request to opt for a credit/no credit status to the Registrar’s Office by the last day of classes

Students may not use this grading option for the following categories of courses:

- courses which satisfy major or minor requirements
- restricted elective courses

Reversing a credit/no credit Request

- The request to complete a course on a credit/no credit basis can be reversed due to a student’s change of major and/or applications to other programs.

Credit Standing

In rare circumstances, where a student has:

- a. not completed a course’s requirements and would normally be eligible for a deferred privilege but is unable to complete one because they are impacted by extreme medical, psychological or compassionate circumstances beyond their control, or
- b. where extreme circumstances have impacted the student’s level of achievement as reflected in the final course grade, they may submit a request to the Academic Review Sub-committee for credit standing in the course.

Under a) above, in circumstances where students are able to provide appropriate documentation that there is little reasonable expectation that the outstanding components of evaluation can be completed by the end of the subsequent semester, they may make a request for credit standing.

Under b) above, in circumstances where students are able to provide appropriate documentation that their level of achievement as reflected in the final course grade was impacted by extreme circumstances, they may make a request for credit standing.

“Extreme circumstances” are generally defined as catastrophic circumstances beyond the student’s control that renders the student incapable of accessing the academic consideration process.

A student awarded “credit standing” by the Academic Review Sub-committee will receive credit for the course(s) with the notation of CRD instead of a numerical grade. The effect of this on the student’s program is that the course(s) are not included in the calculation of the student’s overall cumulative or semester average, or specialization average.
VII. Undergraduate Degree Regulations and Procedures, Course Selection

The request for credit standing must be made in writing to the Academic Review Sub-committee of the student’s degree program, and it must be accompanied by supporting documentation. For students to be considered for credit standing, they must have:

i. Completed at least 75% of the graded components of the course(s) for which credit standing is being requested; and

ii. Received a cumulative passing grade for the components of the course which were evaluated.

Students must submit written requests for credit standing, along with their supporting documentation, to the Academic Review Sub-committee via their Academic Advisor within the first 20 class days of the subsequent semester. Students’ written requests for credit standing must include an explanation of why they are unable to undertake or complete a deferred privilege in order to complete the course’s evaluative components and/or an explanation of the extreme circumstances which affected their final course grade.

Requests for Credit Standing are not normally granted more than once in a student’s program and consideration is limited to a maximum of one semester of courses in the student’s program (a single request may include one, some, or all courses in the semester specified in the request).

Course Selection

This is the procedure by which students indicate their course requests and, if appropriate, the desired course section for upcoming semesters. Program approval may be required. Students are cautioned that courses may be subject to listed enrolment restrictions. In such cases, students that have selected courses prior to the start of the semester will be given priority.

New Students

All students accepting an offer of admission from the University of Guelph-Humber will be sent information to access an online user guide regarding course selection and registration in June each year (New Student Guide). The New Student Guide will detail course selection procedures, fee payment options and student identification card procedures. A schedule of deadline dates will be included to assist students in meeting their registration responsibilities.

In-Course Students

Course selection material for upcoming semesters will be available during the semester to all registered students. Students who are not currently registered should check WebView for course selection dates or refer to Chapter III - Schedule of Dates.

Course Sections

Course section information indicates the meeting times and room for each course. Students must attend the course section on their course schedule. In the event that a section change is necessary the student must drop the old section and add the new one following the add/drop process.

Registrarial Services Responsibilities

To confirm with the students on their individual course schedules through WebView the course section in which they are enrolled. Scheduling changes may be required that could alter meet times and rooms for courses. In the event of a scheduling change, all affected students will be contacted by e-mail to inform them of the revised scheduling.

Student’s Responsibilities

Students must stay in assigned course sections. In the event that a section change is desired the faculty offering the course must be consulted and the approval for such a change must be granted by the Academic Advisor for the program in which the student is enrolled.

Honours List

The Honours List will include:

1. Students taking full-time studies who have obtained a minimum semester average of 80.0%.

2. Students who in part-time semesters (which do not need to be consecutive) attain a minimum cumulative average of 80.0% in a sequence of at least 2.00 credits. All credits will be counted and the designation will appear under the last of the semesters making up the average, and in the graduating semester of students who have maintained a cumulative average of 80.0% since their last Honours List Designation.

3. A student with a deferred condition, or a mark not received, will not be evaluated for placement on the Honours List until the academic record for the given semester is completed.

Students who have consistently maintained a high average, but for whom a change in program, to part-time status in the graduating semester, or other anomalies have prevented placement on the Honours List, should consult the Campus Registrar about eligibility for the Honours List. Courses taken via Letter of Permission do not contribute the calculation of full-time or part-time status.

Deferred Privileges

When students do not write a required final examination, complete a final assignment, or complete a work term report by the deadline, they may be eligible for a deferred privilege. A deferred privilege allows a student the opportunity to complete the final course requirements after the end of the semester. The nature of the deferred privilege may take the form of either a deferred condition or a deferred examination. The Admissions and Academic Review Sub-Committee grants deferred privileges on the basis of medical, psychological or compassionate consideration. Deferred privileges are normally completed early in the semester immediately following the semester in which the course was taken.

If the Admissions and Academic Review Sub-Committee assigns a passing grade or credit standing (CRD) on the basis of medical, psychological, or compassionate grounds, a student may request a deferred privilege instead. The student must make the request for a deferred privilege using the Request for Academic Consideration form within 10 days of the start of the next semester. The grade resulting from the deferred privilege will become part of the student’s official academic record.

Faculty members do not grant deferred privileges. They can only grant academic consideration for work that is due during the semester and cannot grant extensions beyond the deadline for submission of final grades. The faculty member should note on the Faculty Recommendation form any special circumstances relating either to the student or to the way the course was conducted.

The Campus Registrar (and relevant Academic Advisor) records the results of deferred privileges, and re-evaluates the student’s academic record for continuation of study. If Continuation of Study requirements have not been met, the Admissions and Academic Review Sub-Committee will revise the student’s academic standing. The University reserves the right to disallow registration until all deferred privileges are complete and the student’s final standing is calculated.

Deferred Condition

The faculty member will determine the requirements and conduct of the deferred condition. The deferred condition may be a written test, an oral test, an assignment, a laboratory practical, or any other method of evaluation. The requirements for the completion of the deferred condition are documented in writing by the faculty member and copy of the documentation is retained by both the faculty member and the student. The faculty member must notify the Campus Registrar and relevant Academic Advisor of the results of a deferred condition, normally within four days of its completion. Students must normally complete a deferred condition within 15 class days of the start of the semester immediately following the completion of the course. The Academic Advisor (copying the Campus Registrar and the faculty member) advises students in writing of the deadline for the completion of a condition. It is the student’s responsibility to contact the faculty member and make arrangements for the details of the condition.

The Academic Advisor will advise faculty in writing of the students who have been granted deferred conditions. The memorandum specifies the deadline for completion of the deferred condition, and the deadline for the submission of final grades.

If the condition is not completed by the required date, a grade is assigned based on the term work completed as indicated on the original Faculty Recommendation form. Students may be considered for an extension, or the assignment of a grade based on incomplete work, if medical or compassionate circumstances interfere at the time of the scheduled condition.

Deferred Examination

The Campus Registrar (in consultation with the Academic Advisors) schedules and supervises deferred examinations that are two hours in length. The Academic Advisors notify faculty members of the deferred examination schedule and advise the students of the date, time and location of their deferred examinations. The Admissions and Academic Review Sub-Committee expects students to write deferred examinations during the deferred examination period that follows the end of the semester.

Students may request an extension, or the assignment of a grade based on incomplete work, if medical or compassionate reasons prevail at the time of the scheduled examination. When a deferred examination is scheduled, the faculty member must send one paper for each student granted a deferred examination in the course.

Dropping Courses

All course drops from a student’s program for a particular semester are to be completed by the dates specified in Chapter III - Schedule of Dates. Courses that are one semester long must be dropped by the last day classes. The dropping of a course after the deadline is allowed only in exceptional circumstances and requires a formal Request for Academic Consideration and the approval of the Academic Review Sub-Committee. The Academic Review Sub-Committee may grant a request to drop a course or courses after the deadline only if there are sufficient extenuating medical, psychological, or compassionate considerations (see Academic Consideration and Appeals). Students must submit written requests for a late drop, along with their supporting documentation, to their Academic Advisor no later than the 20th day of classes of the following semester.

Student who are granted a late course drop will have reference to the course completely removed from their transcript.
Faculty Notification
In some cases the faculty must be notified when a student is dropping a course, for example, a practicum or field placement course where agencies will need to be informed or where supplies or books on loan must be returned. If faculty notification is required to drop the course, this will be specified on the course outline and announced in the first class meeting. In such cases, the student must inform the faculty member of their intent in advance of dropping the course.

Refunds
Refer to Chapter V - Schedule of Fees for refund schedule. Students who have documented extenuating circumstances and wish to appeal the tuition fee penalties calculated based on the refund schedule should review the Tuition Fee Appeal Process https://www.guelphhumber.ca/sfs/appeals

Examinations
During the final examination period, Saturday is considered a regular day. Examinations may be scheduled on public holidays. Students are advised to become familiar with the Schedule of Dates and are expected to be available to write a final examination at any point during the scheduled final examination period. Students who encounter a conflict between a scheduled mid-term or final examination and a religious obligation (see Chapter VII - Academic Accommodation of Religious Obligations) must contact the faculty-in-charge and their Academic Advisor to request that alternate arrangements be made. Any request for Academic Consideration for a deferred condition or deferred examination on the basis of illness, travel/vacation will be denied. Academic Consideration is not given to students who misread published timetables.

Mid-Term Examinations
Term tests must not be scheduled during the last five class days prior to the final examination period. Exceptions may be granted by the Program Head for practical evaluations such as laboratory or studio tests, so long as the scheduling of such tests is indicated in the course outline. Short quizzes which have been a regularly scheduled part of the course and which are intended to review small amounts of material are not considered term tests and may be held during the last five class days.

Faculty must schedule term tests and examinations in regularly scheduled class time. If academic misconduct is a concern because of classroom set-up, faculty are urged to present term tests which will allow students to best exhibit their own understanding of the course material (i.e. avoid multiple choice tests). Invigilation support cannot be provided by Registrarial Services for mid-term examinations.

When conflicts arise between deferred final examinations and midterm examinations, the deferred final examination must take precedence. The faculty for the class in which the midterm is being written shall make appropriate accommodation, mutually agreeable to the student and faculty, for the student to make up for the missed mid-term exam. If the student and the faculty are not able to come to a mutual agreement, the matter will be referred to the appropriate Program Head.

Program Head's Responsibilities
Program Heads shall:
• be responsible for the conduct of all term examinations conducted by their faculty.
• provide assistance and advice when requested by an faculty regarding term examinations.

Faculty's Responsibilities
faculty:
• are urged to exercise discretion when requiring certification of illness and, in particular, are encouraged not to require certification of illness affecting semester work when the assessment in question constitutes a small proportion of the course grade, or when alternative means for carrying out the assessment are available.
• shall take an attendance record at each term examination. The attendance record is for the academic program's use and is not submitted to Registrarial Services.

Final Examinations / Assignments and Final Week of Classes
Final term assignments or papers may be due in the last five class days prior to the final examination period. Due dates for these evaluations must be stated in the course outline. Final assignments along with all necessary resource material should be available to students no later than the end of the 9th week of classes. Take-home examinations may not be due in the last week of classes.

Where regular final examinations are to be given they must be given during the examination period. All regular final examinations shall be two hours in duration. The following guidelines have been approved for conducting final examinations:

Final Examinations:
1. the examination will be a regular, sit-down examination for which a room is required; or
2. the examination will be a take-home examination; or
3. the examination will be in some other format (orals; computer exams; juried performance exams, etc.).

Unless approved by the Program Head, examinations for 1000 level courses will be in regular, sit-down format only.

Final Examination Regulations:
1. The final examination period should be scheduled so as to provide a two day break between the last day of classes and the first day of examinations.
2. The final examination period consists of nine or ten days, except in the Summer semester, where it may be shortened to eight days.
3. Final Examinations are two hours in duration.
4. Final examinations (regular format) must be scheduled during the final examination period.
5. Final Examinations (take-home format) must be due during the final examination period.
6. The last day of the examination period is the final due date that may be assigned for take-home examinations or exams given in other than regular, sit-down format. When using a take-home or other format final examination, the Faculty must allow students at least 72 hours between the date of issue of the exam and the due date. The date of issue of the examination and the due date must be included in the course outline distributed at the first class meeting. If a student's time to complete a take-home examination is significantly lessened because of the number and timing of regularly-scheduled sit-down examinations, the faculty may grant an extension, provided the new due date is not beyond the grade submission deadline for the course. Such a request must be initiated by the student no later than the end of the second week of classes. The length of the extension will be at the faculty's discretion and faculty are advised to give the student the new due date in writing. The date of issue of the examination and its due date must be included in the course outline distributed at the first class meeting.
7. If the examination (take-home format) is to be handed out after the end of classes, the faculty will be responsible for arranging distribution and for ensuring that students have the appropriate opportunity to ask questions for clarification.
8. The Campus Registrar of the University is the final arbiter of the manner of conducting examinations and receives general directives on policy from the Vice-Provost.
9. The Academic Advisor, in cooperation with the appropriate examiners, establish special examination procedures as and when needed, for students who have temporary or permanent physical disabilities. Medical opinion shall be sought whenever there is doubt about the extent or nature of the disability.

Student's Responsibilities Regarding Final Examinations
Students must consult the Final Examination Schedule, which is posted on the University homepage at the start of each semester, for examination times and locations.

Examination Regulations
1. Students must be seated on entering the examination hall. Until at least one hour after commencement of the examination, no candidates shall be permitted to leave except under supervision. If a candidate is not present within the first hour of the commencement of the examination, the candidate shall not be permitted to write the examination.
2. No person shall be allowed in the examination hall during the course of the examination except the candidates concerned and those supervising the examination.
3. No book, paper, or other aids shall be used during the examination except by permission of the faculty-in-charge. Students shall dispose of their bags and knapsacks by placing them on the floor at the front of the examination room, and any books not classified as permissible aids shall be placed at the front of the examination room.
4. If provided, students must complete the examination attendance card at the beginning of the examination and place it beside their University of Guelph-Humber identification card at the front of the table. The attendance card will be signed at the time of collection.
5. Students who have completed the examination will be allowed to leave their seats after the first hour has elapsed and after their examination books have been collected. To minimize the disturbance to students who have not yet completed their examinations, no student shall leave the examination hall during the last 15 minutes of the examination. At the conclusion of the examination period, students must remain seated until all papers have been collected and they are dismissed by the faculty-in-charge or the invigilator of the examination.
6. If more than one examination booklet is handed in, students shall number each booklet and indicate on the cover of the first booklet the total number of booklets used.
7. No writing within the answer book is permitted after the instruction to stop writing has been given. The faculty-in-charge may refuse to accept the paper of any candidate who fails to observe this time limit.
8. No electronic devices are allowed in the examination room unless explicitly approved by the faculty in charge. This includes, but is not limited to cellular phones, hand held/palm communication devices and pagers.
9. No caps or hats are allowed in the examination room. Any student wearing a cap or hat will be asked to remove it before the examination begins.
10. Candidates shall not communicate with one another by writing, by signs, by words, or in any manner whatsoever while examinations are proceeding.
11. Breach of any of the above rules will be considered as Academic Misconduct and will be investigated accordingly.

Students in Distance Education courses who live more than 200 km from campus may write their final examinations at an off-campus examination site close to where they live. For further information, please contact your Academic Advisor.

**Faculty Support Officer Responsibilities**

1. Responsible for the security of the examinations printed in the academic program for the faculty.
2. Printing the required number of copies for each examination.
3. Responsible for distributing the copies of the examination to the faculty on the date set for the examination.
4. Distributing a copy of the “final class list” to each faculty concerned.

**Program Head’s Responsibilities**

The Program Head is responsible for the conduct of all examinations held in their program by their faculty. The faculty-in-charge of the examination shall be the faculty member responsible for the course and the setting of the examination (or a designate) and to distribute the examination attendance cards provided.

**Faculty’s Responsibilities**

1. The faculty member responsible for the course and the setting of the examination, or a designate, shall be the faculty-in-charge for that course.
2. To be present at the examination room thirty minutes prior to commencement of the examination and to be responsible for distribution of examination papers, attendance cards, if used, and other authorized materials.
3. To be responsible for the taking of attendance during the first hour of the examination period (attendance cards are used in the large examination settings and class lists in other locations – typically classroom examinations.)
4. To be responsible for arranging the pick-up of examination books and papers and comparing the number of examinations collected to the number of attendance cards or student signatures collected. These records should be retained by the faculty.
5. To ensure all examination books are securely packaged.
6. The faculty-in-charge and the invigilators shall not allow any student to enter the examination room after the first 60 minutes or allow any student to leave during the first 60 or last 15 minutes of the examination period.
7. Include all instructions regarding the examination on the examination paper, i.e., writing on every other line, writing on the right hand pages of the book. Verbal instructions made at the examination hall must be very limited.
8. Where a student does not write the final examination, the faculty shall follow the procedures outlined under Academic Consideration in this section of the calendar.
9. Faculties who wish to hold examinations in other than sit-down, regular formats should discuss procedures with their Program Head.

**Campus Registrar, Responsibilities**

1. The Final Examination Timetable is computer-prepared and is based on student course selections made during the course selection period.
2. Under normal circumstances, changes to the published examination timetable are not allowed.
3. To provide each faculty-in-charge with an examination attendance record in the form of a print-out of all students registered in the course or attendance cards for those examinations being written in the large settings (GYM etc.).
4. All examinations shall be under the direction of the faculty member in charge of the course. The faculty or assigned examination invigilators will start and end the examination.
5. Examination invigilators shall assist the faculty-in-charge to ensure that no student enters the examination room after the first 60 minutes or leaves during the first 60 minutes or the last 15 minutes of the examination period.
6. The Campus Registrar shall prepare a set of guidelines for the faculty-in-charge and invigilators, which will assist them in carrying out their duties in the examination rooms.

**Policy on Student Access to Final Examination Materials**

Final examination papers and final assignments are to be retained by faculty members for a period of one semester.

Printed or written materials directly related to examinations conducted in the final examination time period published in the Undergraduate Calendar, or related to final assignments shall be made available to a student, upon submission of a written request to the faculty member and/or Program Head. The request shall be submitted by the fifth class day of the next semester.

**Failed Courses/Supplemental Privilege**

In general, a student who is eligible for continuation of study in the program but has failed to gain standing in one or more of the courses attempted will be required to repeat the course(s) or take an alternative credit. Note: that a failed course attempt remains on the student record even if the course has been repeated successfully. However, the University recognizes that there may be cases where it is unreasonable for the student to repeat the course to make up for the lost credit.

Therefore, the Academic Review Sub-Committee may, if appropriate and feasible, and only under special circumstances, allow a student the opportunity to gain credit for a failed course by granting a supplemental privilege. It is unlikely that any student with a final grade of less than 40% would meet the requirements of the granting of a supplemental privilege. The decision to grant the privilege will normally be made in consultation with the faculty and a review of the student's course performance during the semester. The student must submit a Request for Academic Consideration form to request a supplemental privilege.

The Academic Review Sub-Committees will consider granting a supplemental privilege in the following special circumstances:

1. the course is failed in the graduating semester (if a supplemental privilege is granted and successfully completed, convocation will most likely be deferred until the following semester);
2. the failed course is not available to the student within the following three semesters, or within a time period that includes the graduating semester;
3. the course is of such a nature that there is no permissible substitute or alternative available to the student within the following three semesters, or within a time period that includes the graduating semester; or
4. the course is a required two-semester course that cannot be taken and completed within the following three semesters, or within a time period that includes the graduating semester.

The original failing grade will remain on the student's academic record. A notation of "P" or "F" will be shown beside the original failing grade to show that a supplemental privilege was granted and whether the outcome resulted in credit (P) or not (F).

**Grades**

**Grading System**

The grading system at the University of Guelph-Humber is as follows:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>90-100</td>
</tr>
<tr>
<td>A</td>
<td>85-89</td>
</tr>
<tr>
<td>A-</td>
<td>80-84</td>
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<tr>
<td>B+</td>
<td>77-79</td>
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<tr>
<td>B</td>
<td>73-76</td>
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<tr>
<td>B-</td>
<td>70-72</td>
</tr>
<tr>
<td>C+</td>
<td>67-69</td>
</tr>
<tr>
<td>C</td>
<td>63-66</td>
</tr>
<tr>
<td>C-</td>
<td>60-62</td>
</tr>
<tr>
<td>D+</td>
<td>57-59</td>
</tr>
<tr>
<td>D</td>
<td>53-56</td>
</tr>
<tr>
<td>D-</td>
<td>50-52</td>
</tr>
<tr>
<td>F</td>
<td>0-49</td>
</tr>
</tbody>
</table>

In addition, selected University of Guelph-Humber courses will use this alternate grading system.

**Alternate Grading System**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>OP</td>
<td>Outstanding (Pass)</td>
</tr>
</tbody>
</table>
A more than adequate performance in which the student to examine whether the prerequisites at the secondary school level required for to request each program to review its overall academic standards and, in particular,

Resolution 2
That the methods and/or timing of evaluation as indicated on the course outline should not be changed after the first class meeting except under strictly adhered to conditions. Notice of proposed change and of the class at which consent is to be sought, must be given at a previously scheduled class. Where the change is supported by the faculty and is consistent with University policies and procedures such change may be enacted with the unanimous consent of students. If unanimous consent of the students has not been obtained, the change may be enacted only with the approval of the Program Head and only if alternative and equitable accommodation is available to students opposed to the change.

Resolution 3
That faculty are not to use predetermined, arbitrary distributions in the assignment of grades in individual courses.

Resolution 4
Part A
That, by the start of the course selection period for the semester in which the course will be offered, faculty will provide a course description for posting to the university website. This course description shall include a brief summary of the course topics and requirements, the general format of the course, and the methods of evaluation.

Part B
That, by the first class meeting of the course (by the end of the first week of classes for distance education courses), the faculty must provide students with a written course outline that is a detailed description of course requirements, the methods of evaluation, and the timing of the evaluations.

Resolution 5
That the methods and/or timing of evaluation as indicated on the course outline should not be changed after the first class meeting except under strictly adhered to conditions. Notice of proposed change and of the class at which consent is to be sought, must be given at a previously scheduled class. Where the change is supported by the faculty and is consistent with University policies and procedures such change may be enacted with the unanimous consent of students. If unanimous consent of the students has not been obtained, the change may be enacted only with the approval of the Program Head and only if alternative and equitable accommodation is available to students opposed to the change.

Resolution 6
That all term tests, assignments, laboratory reports, etc., should be returned to, or discussed with students, without undue delay and in any case before the last day of the examination period. If the material is necessary for the preparation of the final examination, it must be returned or discussed as soon as possible and in any case no later than three days before the examination.

Resolution 7
That Program Heads must coordinate multiple section courses in terms of course content, evaluation procedures and final grades.

Resolution 8
That program must keep under continual review its grading procedures and matters that relate to academic standards to make sure the University’s policies are being applied.

Resolution 9
That normally all courses at the 1000 and 2000 levels shall have final examinations and that exceptions require the approval of the Program Head.

The Board of Undergraduate Studies has by formal resolution undertaken to do as follows:

- to specify clearly the administrative responsibility of Program Heads with respect to the methods of evaluation, the setting of examinations and the determining of grades in courses in their program.
- to review the effects of the pass by course system on the academic standards of the University.
- to request each program to review its overall academic standards and, in particular, its requirements for graduation.
- to examine whether the prerequisites at the secondary school level required for admission to the University of Guelph-Humber are adequate.
- from time to time, to review and monitor the academic standards across the University to ensure that there is consistency and that the regulations of the University are being adhered to.

Resolution 10
In determining grades for written assignments the faculty should take into consideration the student’s ability to use correctly and effectively the language appropriate to the assignment.

Resolution 11
The Program Head should review, prior to the commencement of classes, the manner in which a faculty member intends to conduct a course and to determine final grades. If the Program Head disagrees with the faculty member’s intention or subsequently with the implementation of the stated intentions, the Program Head will discuss their concerns with the faculty member. If agreement cannot be reached, the matter will be referred to the Vice-Provost, who will advise the Program Head of the Vice-Provost’s decision. The advice may include a recommendation on examination procedures.

Submission of Final Grades

General Information
Registrar Services distributes the "Grades Due Report" forms to faculties one week prior to the examinations period for the semester. The "Grades Due Report" specifies the deadline date for submission of grades to Registrar Services.
Faculty's Responsibilities

The faculty is to retain all final examination papers and term assessments not returned to students for a period of one semester. The “Grades Due Report” form distributed by Registrarial Services, will carry the due date for grades for each course section. The due dates are established in accordance with the regulations of University of Guelph-Humber Senate.

Grades must be submitted to Registrarial Services by the deadline stated on the "Grades Due Report". The early submission of grades will assist in their processing. Grades that are not received prior to the release of student grades are reported as "MNK" (mark not received).

Class lists are updated regularly on the Class List Web-site for download through the Faculty Support Officer. Lists downloaded from the Class List Web-site list all officially registered students in a class. The program must explain any changes to the list, e.g., in the case of:

1. A student whose name is not on the list, but who has been attending class.
2. A student whose name appears on the list, but for whom the faculty has no record.

Faculty must not grant an extension of time to any student beyond the final date for submission of grades for that course. Faculty must report students who do not satisfy course requirements by assigning a grade of "INC" and noting incomplete work on an "Faculty's Recommendation" form.

Faculty's Recommendation Form

Faculty should only submit grades for students who have completed their final work for a course. If a student does not complete a final examination or final assignment, the faculty must enter "INC" (incomplete) on the "Grade Report" form and complete an "Faculty's Recommendation" form for the student. The "Faculty's Recommendation" form is available from the Academic Advisor. Faculty must submit the "Faculty's Recommendation" form(s) along with the "Grade Report" form to the Office of Registrarial Services. The Academic Review Sub-Committee will contact the faculty and/or program heads at the time of meetings if this procedure is not followed. The faculty's recommendations assist the members of the Academic Review Sub-Committee in making their decision. The faculty must complete all sections of the form for each student reported.

Student's Responsibilities

Students must have all final assignments completed and submitted to faculties by the deadline dates indicated in the course outline. faculties cannot grant extensions beyond the deadline for submission of grades. Students who are unable to satisfy the submission deadlines established by the faculty and who wish special consideration for medical, psychological or compassionate reasons should request academic consideration (refer to Academic Consideration, Appeals and Petitions).

Program Head's Responsibilities

The Program Head receives final grade submissions from faculty teaching within their designated program. The Program Head signs student grades in the approval area on the "Grade Report" form. The Program Head's signature indicates that they believe the grades submitted for that course adhere to the Senate's established academic regulations.

If the Program Head has reason to believe that the academic regulations have not been adhered to, the Program Head will consult with the faculty member in question to seek clarification and resolution to any error or omission. Should a satisfactory resolution not be obtained in discussion with the faculty member responsible for the course in question, the Program Head will refer the matter to the Vice Provost. The Vice Provost will act to ensure that the academic regulations of Senate are adhered to. The Program Head should be available for consultation with the Vice Provost on such matters.

Program Heads, at their discretion, are strongly encouraged to conduct periodic reviews of the methods of assessment, class averages, distribution of grades and failure rates in courses offered by that program to ensure that grade abuse does not occur.

Academic Advisor’s Responsibilities

The Academic advisor reviews the list of "INC" (incomplete) courses, matching medical courses offered by that program to ensure that grade abuse does not occur. Students unsure of which grade reassessment process to follow, should seek advice from their Academic Advisor.

Students who have evidence the Methods or Criteria, as established by the course outline, provided in the course outline, assignment sheets, and any associated grading rubrics used in the course. The assessment of work must always be based on the criteria that are established in those documents. If the student believes that the methods and criteria provided by the faculty do not comply with the grading procedures established by Senate, the grade reassessment request may fall more appropriately under the procedures for Misapplication of an Academic Regulation.

Methods or Criteria Used in Establishing Final Grades

A student may request a grade reassessment on the basis of the Methods or Criteria used in establishing the final grades in a course. Methods or Criteria is defined as the application of the assessment expectations, the assessment mechanisms and the grading standards as provided in the course outline, assignment sheets, and any associated grading rubrics used in the course. The assessment of work must always be based on the criteria that are established in those documents. If the student believes that the methods and criteria provided by the faculty do not comply with the grading procedures established by Senate, the grade reassessment request may fall more appropriately under the procedures for Misapplication of an Academic Regulation.

Students unsure of which grade reassessment process to follow, should seek advice from their Academic Advisor.

Students who have evidence the Methods or Criteria, as established by the course outline, assignment sheets, or any associated rubrics for the course. have been applied by the faculty in an unreasonable, biased, or inconsistent fashion, may request the Program Head initiate a grade reassessment. The Program Head shall review the grading of any assignment under question. Options in the course of the review include: a) leaving the grade unchanged, b) increase the grade, or c) lower the grade.

Release of Final Grades

Grades are official on the day that they are issued to students. It is the responsibility of Registrarial Services to release the grades to the student and to record the grades on the student's official University of Guelph-Humber transcript.

All grades are available through WebAdvisor. Students who require an official copy of their grade report can request an official transcript upon payment of the transcript fee.
4. The Program Head reviews the matter with the faculty and the student independently and determines whether there is sufficient evidence to reasonably support a finding that the methods or criteria have been applied by the faculty in an unreasonable, biased or inconsistent fashion and, if so, whether a mutually agreeable solution can be achieved. If the request from the student does not meet this standard, the Program Head informs the student that the request is denied. The student has the right to appeal the decision of the Program Head to the Vice-Provost.

5. If resolved in Step 4, the Program Head informs the student and faculty member of the grade change in writing via email and submits an Undergraduate Grade Change form to Registrarial Services.

6. If a resolution cannot be obtained through Step 4 and the Program Head agrees the student request meets the standard set out in section 4 above, the Program Head initiates an independent assessment of the assignment by choosing a neutral assessor from their program or another program with sufficient expertise to assess the assignment under review.

7. The Program Head provides the neutral assessor with a clean/ungraded copy of the assignment, the course outline, assignment sheets and associated grading rubrics.

8. Based on the material provided by the student, the faculty member, and any independent assessor, the Program Head shall determine whether or not the methods and criteria employed were appropriate and will also determine whether or not the student’s grade will change.

9. The Program Head communicates the decision to both the student and the Faculty member in writing via email and if there is a change to the final grade, the Program Head submits an Undergraduate Grade Change form to the Office of Registrarial Services.

10. The student has a right to appeal the decision of the Program Head to the Formal Appeal.

Misapplication of an Academic Regulation or Procedure

A student may make a request for a grade reassessment of their final grade in a course if they believe that there has been a misapplication of an academic regulation or procedure in the course. “Misapplication” refers to situations where an faculty has not followed the established by Senate. Academic regulations and procedures pertaining to grades can be found in the subsection of the "Grades" section entitled "Grading Procedures".

Procedures

1. Students who believe that the misapplication of an academic regulation or procedure has affected or will affect the final grade in the course should discuss their concern with the faculty in writing (via email) as soon as possible and no later than the 10th class day of the subsequent semester.

2. If the concern is not resolved within 5 working days, the student may submit a complaint in writing to the appropriate Program Head. The complaint should state the reasons for the request and include available supplemental documentation (copy of the assignment(s) in question, copy of information posted to the course website, email correspondence if relevant, etc.)

3. If the Program Head has reason to believe that the faculty has not adhered to the grading procedures established by Senate or other academic regulations of Senate, the Program Head should consult with the faculty member.

4. The Program Head determines the remedy. This type of grade reassessment may require additional consultation with the Vice-Provost.

5. The Program Head notifies the student bringing the request, and any other affected students, in writing (via email). If the remedy affects the entire class, the information is also posted to the course website and a communication plan may be required.

6. Ultimately, the Vice-Provost in consultation with the Provost and Vice President (Academic), University of Guelph, may have to take the necessary action to ensure compliance with the academic regulations of Senate.

7. The remedy established by the Program Head and in consultation with the Vice-Provost and Vice President (Academic), University of Guelph, is not subject to appeal.

Graduation

Program and Calendar Requirements

The conditions for graduation are regulated by the programs, and program-specific conditions for graduation are outlined in the Schedule of Study for each program listed in this calendar. Students must satisfy the schedule of studies requirements for the calendar in effect at the time of their admission to the program or at the time of any subsequent change in program or area of emphasis. Where students select an “area of emphasis”, the calendar used to determine the schedule of studies is the same as the calendar used for the area of emphasis. Changes in areas of emphasis do not necessarily affect the calendar used to determine the schedule of studies. Students may declare a schedule of studies from an alternate calendar if program approval is obtained. Any such request must be made in writing to the relevant Academic Advisor.

Students who are on suspension for academic misconduct will not be permitted to graduate during the period of the suspension.

In addition to meeting all program specific course and credit requirements, students must have a minimum 60% cumulative average in order to be eligible for graduation. Students will not normally be eligible to graduate while on Probationary status or Required to Withdraw status. A student denied graduation while on Probationary status or Required to Withdraw status may submit an appeal for Academic Consideration. A request for Academic Consideration should be made by the student to the Academic Review Subcommittee.

Academic Residence Requirements

1. At least 5.00 of the credits required for graduation by the student’s program must be taken at the University of Guelph-Humber.

2. At least 60% of the 3000 and 4000 level courses required for graduation must be taken at the University of Guelph-Humber.

Second Degrees

Students from the University of Guelph-Humber (or from another university) may graduate with a second undergraduate degree from the University of Guelph-Humber. If they have graduated with their first degree, they must apply for admission to the program for their second degree. However, only 10.00 credits may be transferred from the initial degree program. The course content of the second degree program must be substantially different (defined below) from that of the first. If University of Guelph-Humber students apply to graduate with two different degrees at the same convocation, only 10.00 credits may be transferred from the registered program to the undeclared program.

Note: A second degree is judged to be substantially different if the schedule of studies requirements have no more than 25% course overlap.

Graduation Procedures

Student’s Responsibilities

A student must submit a formal application in order to be considered as a candidate for a degree and/or diploma at a specific convocation. There are two convocation periods each year, one in November and another in late June. A formal convocation ceremony(s) is held in June but not in November. An application for graduation must be submitted by the student no later than the deadline specified in correspondence to students. Late applications will be accepted with the submission of a late fee (refer to Chapter V – Schedule of Fees).

Following submission of the application to graduate, the student will receive confirmation of the application, along with information on subsequent procedures. An additional late fee will be assessed in those cases where the student requests changes after the deadline, as this will affect the printing of the degree/diploma parchment.

Although the Office of Registrarial Services will attempt to send an e-mail to every potential graduate inviting them to apply to graduate via WebAdvisor, it is the student's responsibility to ensure that they submit their application for graduation by the deadlines circulated by Registrarial Services in the Fall and Winter Semesters. Specific application details are as follow:

Application for Graduation

An e-mail inviting students to apply to graduate via WebAdvisor for Students (My Application for Graduation) will be sent to each student registered in an honours degree program when their completed plus in-progress credits equal 20.00 credits or more. All other students with an active academic program who wish to apply to graduate may access ‘My Application for Graduation’ on WebAdvisor for Students.

Students who are not currently active students must submit a hard-copy Application for Graduation form. This application form and instructions for the completion of the application are available in GH112 Student Financial Services, University of Guelph-Humber.

It is the responsibility of the student to submit the completed form prior to the published deadline date.

Responsibilities of Academic Advisors, Program Heads and the Campus Registrar regarding Graduation

The Academic Advisor receives both the Academic Evaluations for all students who have applied to graduate and a listing of those students for each program. The Academic Advisor must review these records to determine if each student has satisfied:

1. general University requirements.
2. overall program requirements and
3. area of emphasis requirements (if applicable).

Each check is to be reported on the form supplied, and the form is to be forwarded to the Campus Registrar regarding Graduation.

Standing on Graduation

Standing on graduation is noted for graduates from the honours programs as follows:

- Degree with Distinction - Cumulative average of 80% or higher.
- Degree with Honours - Cumulative average of 70-79%.
Priority Access Courses

In cases where enrollment demand habitually exceeds course capacity and there is demonstrated need to restrict access to a particular cohort of students on a priority basis, programs may request the implementation of course restriction rules to ensure priority access to the appropriate student group(s) during the course selection process. The system will provide a message at the time of course selection for students who do not meet the enrollment criteria. In special cases the Academic Advisor may override the restriction by authorizing entry to the course with a signature on a Course Waiver Request form using the Course Restriction Waiver box.

Program requests for course restriction rules must be directed to the Campus Registrar who will determine if the request is acceptable and will then work with the program to develop the appropriate enrollment criteria and confirm that the restriction can be monitored. In general, course restrictions should be clearly defined in the calendar course listings so that students are advised in advance of the intended audience for the course.

New restrictions or changes to existing restrictions must be approved prior to the course selection period in which they are to be implemented.

Readmission

Previously registered students must apply to Registrarial Services - Admission, for readmission under any of the following conditions:

1. If they were required to withdraw from their program for a period of two or more semesters.
2. If they were suspended from the University for academic misconduct.
3. If they have graduated from this University and wish to register in order to take additional courses.
4. If they registered in a program at another post-secondary institution and wish to return to the University of Guelph-Humber.
5. If they have not registered at the University of Guelph-Humber for six or more consecutive semesters.
6. If they are attending the University of Guelph-Humber on a Letter of Permission and wish to continue past the term of the Letter of Permission agreement.

Readmission to a program at the University of Guelph-Humber is not automatic. Students who are required to withdraw must apply for readmission to the University after completing the minimum two semesters of rustication. Students should consult Chapter IV - Admission Information regarding appropriate admission requirements and deadline dates. Applications for readmission should include a statement which outlines the basis for readmission. Criteria used for readmission may differ by academic program. Students considering readmission should consult with the appropriate Academic Advisor regarding procedures and criteria for readmission to that program.

Students requiring readmission must apply using the Application for Program Transfer and/or Re-Admission (available in GH108 or on-line at https://www.guelphhumber.ca/sites/default/files/page_files/2020_Program_Transfer_Application-edit_FINAL-es.pdf) by the deadline date established for each semester (see Chapter III – Schedule of Dates). Students who have been required to withdraw, and who take university credit courses during their rustication period, will be eligible for up to 1.00 credit (one full-year course) provided they meet the criteria for readmission and the criteria for the transfer of credit.

Students who take university courses after the two-semester rustication period may transfer all these credits provided the student meets the criteria for readmission and the criteria for the transfer of credit. Students who have been suspended for academic misconduct will not receive any credit for courses taken during the suspension period.

Note: This policy applies to any university credit course taken during the rustication period, be it distance or on-campus, taken in open learning programs from either our university or at another university.

Registration

A student is considered registered for a particular semester only when courses to be attempted for that semester have been reported to the Campus Registrar, no later than the fifth class day and when fees have been paid or financial arrangements satisfactory to the Registration and Financial Services Coordinator have been made for the associated tuition and other fees.

The University of Guelph-Humber students cannot be registered in courses offered by the University of Guelph during the same semester that they are registered in courses offered by the University of Guelph-Humber, unless they are taking courses offered through the Office of Open Learning via Letter of Permission.
New and In-Course Students

All new and in-course students must complete the registration process by the deadline date set for each semester. Registration includes the selection of courses and the payment of fees. It is the student's responsibility to ensure that fees are paid or satisfactory arrangements are made with Student Financial Services for the payment of fees prior to the registration deadline. Students will have access to their account balance (Registration Billing) through the on-line (WebAdvisor) registration system on the University homepage using a secure (password protected) system. Payment methods including telephone and internet banking as well as credit card will be available to all students. Students registering after the deadline date will be assessed an additional late registration fee.

Students who are readmitted will be advised of registration procedures. Questions should be directed to the student's Academic Advisor.

Note: In-course students who complete the registration procedures are advised that such registration is conditional on their eligibility for continuation of study in the upcoming semester. A student who is required to withdraw may not attend classes. The student's registration will be cancelled and the appropriate adjustment will be automatically applied to the student's account.

The University reserves the right to disallow registration until all deferred privileges are complete and the student's final standing is calculated.

General System In-course Students (Fees)

The registration procedure is conducted through WebAdvisor. The registration procedure will allow all in course students to complete their financial arrangements with Student Financial Services before the upcoming semester. The billing form will reflect the course selection data, also your accommodation and meal plan status if available, and is to be returned with suitable arrangement to Student Financial Services. The deadline for payment is indicated in Tuition and Fees, of this calendar. Failure to meet the deadlines will result in an additional fee adjustment. Mailings by the University will be made to the University e-mail account, and/or the mailing/home address per the University's student address policy.

Research Projects

The University of Guelph is committed to providing undergraduate/associate diploma students with opportunities to engage in original research projects, including the opportunity to engage in independent study options, conducted under the supervision of a faculty member and involving the student pursuing original research. These projects might take a range of forms, as appropriate to the student's course of study. A student wishing to pursue an independent research project should consult with the academic advisor for the program or the coordinator of the course in which the project will be undertaken. The advisor/coordinator can provide guidance about undertaking these projects including regulations concerning independent research projects specific to the program and/or department/college.

Members of faculty who undertake the supervision of independent research projects assume the responsibility of ensuring that the project complies with regulations, policies and procedures. The successful completion of an independent research project often depends on significant preparation in advance, involving collaboration and agreement between the student and their supervisor. This includes establishing a description of the project, and a scheme of grading, as well as deadlines for the submission of work. A student should plan their project a least a semester before the formal undertaking of the project.

Further, the faculty and student should ensure that if the project involves the human participants, or the use of live animals, the project has appropriate approval from the http://www.uoguelph.ca/research/services-division/animal-care-services/ or the Animal Care Committee (http://www.uoguelph.ca/research/labs/), as appropriate. The preparation of the documentation required for approval by the Research Ethics Board or the Animal Care Committee takes several weeks. In accordance with the Canadian Council on Animal Care, anyone who is handling animals for purposes of teaching or research must have appropriate training which is provided by the University of Guelph.

When a project involves risk—including handling dangerous materials—the supervisor (and student, as appropriate) should consult with Occupational Health and Safety to ensure compliance with standards of health and safety.

A student whose independent research project involves international travel must consult with the staff in the Centre for International Programs (http://www.uoguelph.ca/CIP) to ensure that they have completed the University’s mandatory pre-departure orientation in order to be prepared appropriately to travel outside Canada.

Schedule of Studies

The University monitors the student's progress toward graduation using both program requirements and the schedule of studies requirements. Students must satisfy the requirements in effect at the time of admission. When program requirements or schedules of studies are altered by the University, a student may elect to satisfy the requirements in effect when the student entered the program.

Scheduling

Undergraduate Course Timetable

The University of Guelph is committed to providing undergraduate/associate diploma students with opportunities to engage in original research projects, including the opportunity to engage in independent study options, conducted under the supervision of a faculty member and involving the student pursuing original research. These projects might take a range of forms, as appropriate to the student's course of study. A student wishing to pursue an independent research project should consult with the academic advisor for the program or the coordinator of the course in which the project will be undertaken. The advisor/coordinator can provide guidance about undertaking these projects including regulations concerning independent research projects specific to the program and/or department/college.

Additional Hours/Chapters

If it becomes necessary to schedule additional sections by adding lectures/labs/seminars based on course selection numbers, the request is to be initiated by the Program Head and made to the Campus Registrar.

Cancellations and Time Changes

If course cancellation or class meeting time changes are required once the course timetable has been published on WebAdvisor (and on the University website), the Program Head is responsible for obtaining the approval of the Vice-Provost for making any such change.

The Campus Registrar

Responsibilities

Ensuring that:

- No course conflicts exist in core courses as published in the schedule of studies in the Undergraduate Calendar.
- The number of elective courses available to students is optimized.
- Classroom space is allocated to courses on the basis of projected enrolments.
- No faculty conflicts exist according to program information (provided by the Program Head).
- Program requirements, requested by the Program Head, are met where possible.

Changes to the Published Undergraduate Course Timetable

If course cancellation or class meeting time changes are required once the course timetable has been published on WebAdvisor (and on the University website), the Program Head is responsible for obtaining the approval of the Vice-Provost for making any such change.

The Campus Registrar is responsible for ensuring that students are not disadvantaged by any changes. This involves choosing alternate times that are conflict free for all registered students, and communicating via email to all students, the details of any change affecting their schedules.

- Time changes after the publication of the timetable, prior to the commencement of classes. Changes in scheduled meeting times are approved only in emergency circumstances following the procedure above.
- Time changes after the commencement of classes. Changes in scheduled meeting times are normally not made until after the end of the Course Selection/Add period unless the change is to accommodate students who would otherwise be unable to register in the course. Time changes made after the commencement of classes must not create conflicts for any registered students and must have the unanimous written approval of all registered students, as determined by a secret ballot. New times must comply with University scheduling regulations. The program should keep a record of student approval on file, and a request for the time change and new room assignment should be submitted by the Program Head to the Campus Registrar. The faculty is responsible for ensuring that all registered students can attend during the new meeting time(s) and for informing the students of the new time(s) and room assignment(s).

Classroom Assignment Changes/Bookings

- Classroom changes prior to the commencement of classes, The Campus Registrar may reassign classroom space based on course enrolments. The Campus Registrar will make notification of changes affecting classroom assignments to the Program Head and the faculty involved.
- Classroom Changes and Bookings after the commencement of classes. Faculty requiring classroom changes after the commencement of classes should forward their request to the Campus Registrar and their Program Head via email. If classroom space assigned to a course is no longer required, faculties should also notify. If rooms are required only occasionally for classes, they should not be held for full semesters, rather one-time or temporary bookings should be made through the Scheduling and Records Coordinator in Student Services (GH108).

Student Type

Each full-time or part-time student is registered as one of the following:
Regular
A student with student type “Regular” is registered in the regular course requirement for a program.

Special
A student with student type “Special” is admitted to a program and is required to complete course or program deficiencies necessary to proceed under the “Regular” student category. Note: It is the Academic Advisor's responsibility to change a student from “Special” to "Regular" student type.

Supplemental Privilege Procedures (also see Failed Courses)
A student must apply to the Academic Review Sub-Committee for a supplemental privilege no later than the fifth day of classes of the semester following the failure (see Failed Courses in this section). In considering the request, the Academic Review Sub-Committee will consult with the course faculty to obtain information on the student's performance during the course, the faculty's recommendation concerning the appropriateness and feasibility of a supplemental privilege, and the nature of the supplemental privilege. If the Academic Review Sub-Committee approves the request, the faculty (or Program Head in the absence of the faculty) responsible for the course will determine the nature of the privilege, which could be a written or oral examination, an oral examination, an assignment, a laboratory practical, or any other method or combination of methods of evaluation.

Student's Responsibilities
The student must request a supplemental privilege by submitting the request for academic consideration to the Academic Review Sub-Committee no later than the fifth class day of the subsequent semester. Students are encouraged to submit their request before classes begin to allow for receipt of a decision within the add period. The granting of the request is normally limited to the described special circumstances having due regard for the student's performance in the course. Course requirements and the student's previous performance may play a significant role in determining whether a privilege is appropriate and/or feasible.

In the case of an examination supervised by the Office of Registrarial Services, it is the student's responsibility to appear on the correct date and time as designated by the Office of Registrarial Services. If the requirement is beyond an examination supervised by the Office of Registrarial Services, the student must contact the faculty within five days of notification in order to clarify the details of the condition. Students are advised to have the faculty complete a form indicating the exact nature and due dates of the supplemental requirements, which may also include the satisfactory completion of an examination supervised by the Office of Registrarial Services (refer to Chapter III - Schedule of Dates). If the student is unable to make contact with the faculty, the Program Head responsible for offering the course must be contacted. If the required contact is not made the University will assume that the student does not intend to complete the requirements, and the supplemental privilege will be cancelled.

Academic Review Sub-Committee's Responsibilities
The Academic Review Sub-Committee, upon receiving a request from the student, and after consulting with the faculty and reviewing the student's course performance, will determine whether a supplemental privilege should be granted. When a supplemental privilege has been requested, but not granted, the Campus Registrar will inform both the student and the faculty. Similarly, when a supplemental privilege has been requested and granted, the Campus Registrar will advise the student and the faculty of the decision.

Faculty's Responsibilities
Faculty should not proceed with any supplemental privilege for a student until official notification of the granting of the privilege has been received from the Academic Review Sub-Committee or the Campus Registrar. Upon request from the Academic Review Sub-Committee, the faculty will provide the performance record of the student for the course, make a recommendation as to the appropriateness and feasibility of a supplemental privilege, and indicate clearly the conditions that would be necessary to ensure that the requirements for the course are fulfilled.

If the Academic Review Sub-Committee grants consideration, and upon request from the student, the faculty will complete a form advising the student of the exact nature and due dates of the requirements for the supplemental privilege. If the requirement includes, or takes the form of, a two-hour sit-down examination and to inform the student and the faculty of the date, time, and location of any examination to be supervised by them. Examinations scheduled as part of the supplemental privilege process are normally scheduled during the deferred examination period (refer to Chapter III - Schedule of Dates). The Campus Registrar is also responsible for invigilating these examinations (or arranging for appropriate invigilation) and forwarding the examinations to the faculty for evaluation.

Results of the completion of the supplemental privilege will be posted on WebAdvisor and updated on the student's record where appropriate.

Transcripts
An official transcript may be ordered online by submitting the Official Transcript Request Form, available on the Academic Forms webpage. Transcripts are normally prepared within three to five working days, however, during busy periods (e.g. common application deadlines) preparation time may be as long as seven to 10 days.

Official transcripts from the University of Guelph-Humber will show that a degree and a diploma has been conferred - only after - the date of convocation.

Transfer of Program
University of Guelph-Humber students wishing to transfer from one program to another are required to submit the Application for Program Transfer or Readmission to the Office of Registrarial Services. These applications are available on the University of Guelph-Humber website https://www.guelfphumber.ca/advising/forms or from Student Services (GH108).

To clarify possible conditions or requirements for transfer, students are encouraged to consult with the Academic Advisor for the program to which they wish to transfer before submitting their application. In cases where the student’s performance has been inconsistent, the applicant must also submit a comprehensive support letter outlining the reasons for transfer as well as any factors contributing to the previous academic performance.

Withdrawal
This section provides a summary of rules and regulations with respect to various types of withdrawal from the University. In some instances other sections of the calendar are referenced and these also should be consulted to ensure that a full understanding of the regulations is obtained. There are two types of withdrawals: voluntary or required.

Voluntary Withdrawal
There are two methods for voluntary withdrawal: cancelling a semester registration or withdrawing from a semester registration. Prior to the start of the semester, a student may cancel a semester registration by dropping all courses. As of the first day of classes and once the semester has started, a student may withdraw completely from all courses. Cancelling a semester registration or voluntarily withdrawing from a semester does not impact a student’s eligibility to continue in their program or to select courses for a future semester unless:

- the student is a newly admitted or readmitted student,
- the student’s fall term standing has been assessed as required to withdraw, or
- the student has not registered for six consecutive semesters.

Cancelling a semester registration
Prior to the first day of classes a student who subsequently decides not to attend that semester may cancel their registration, by dropping all their courses for that term using WebAdvisor. For the Fall semester the required minimum registration deposit will automatically be forfeited. Please refer to Chapter VI--Schedule of Fees for specific details.

Please note that if the student has been newly admitted or re-admitted as of the semester to which the cancellation applies the cancellation of the courses cancels the offer of admission to that semester and the student must apply for readmission should they wish to attend the University of Guelph-Humber at another time.
**Withdrawing from a semester registration**

Commencing with the first day of classes and until the last day to drop classes, students may withdraw from the semester using WebAdvisor.

A student who wishes to withdraw from a semester after the last day of classes will not be able to drop courses using WebAdvisor and must speak with their Academic Advisor to discuss their academic options, including requests for Academic Consideration.

A student receiving financial assistance through the Ontario Student Assistance Program or any other award/scholarship program is strongly advised also to contact Student Financial Services regarding the status of that award upon withdrawal.

The timing of the semester withdrawal and the reasons for it may have academic and financial implications. Up to the last day of classes, a student may withdraw without academic penalty. Students will be liable for fees payable in accordance with the refund schedule (see Chapter VI–Schedule of Fees regarding Refunds).

A student who withdraws from the semester must return all outstanding loans from the Library immediately upon withdrawal regardless of the original due date. Any items not returned will be declared "lost" and charged to the student's account.

Students who do not register in a program of study for six or more consecutive semesters are required to apply for readmission if they wish to continue at the University of Guelph-Humber. In assessing whether a student is registered in a program of study, a cancelled semester registration does not count as a registered semester whereas a voluntary withdrawal from the semester does. Students who are studying on exchange programs, on a University semester abroad, or on coop work terms are considered to be registered at the University (see Time Limitations in this chapter). Students registered solely at another institution on a Letter of Permission are not considered to be registered at the University of Guelph-Humber.

**Required to Withdraw**

Students may be required to withdraw for reasons of academic performance or academic misconduct.

a. **Academic Performance (please refer also to the section on Continuation of Study for detailed requirements)**

Students who do not meet the continuation of study requirements for at least probationary status at the end of the semester will be required to withdraw and the two-semester rustication period will begin effective the subsequent semester.

Students who are granted a deferred privilege (examination or condition) will have their Continuation of Study Status assessed once the deferred privilege is complete. At that time an assessment of required to withdraw could have an impact on the student's current registration.

b. **Academic Misconduct (refer also to the full Academic Misconduct Policy in this chapter)**

One of the penalties that may be assessed against a student found guilty of academic misconduct is suspension from the University for a period of between two and six consecutive semesters. The effective date of such a suspension is determined by the Vice-Provost.

c. **Appeals (refer also to the sections on Academic Consideration and Academic Misconduct for full details of appeals processes)**

Students who do not satisfy the program requirements for continuation of study and are required to withdraw may appeal for probationary status to the Academic Review Sub-Committee, on medical, psychological, or compassionate grounds. Students are not permitted to attend classes until such time that the appeal is granted.

Students who are suspended from the university as a result of academic misconduct, may appeal to the Appeal Panel with respect to either the appropriateness of the penalty or the finding of guilt.

**Readmission (refer to Chapter VIII - Readmission)**

Students who meet one of the following three criteria must apply to Admission Services for readmission:

a. were required to withdraw from their program for a period of two or more semesters;

b. were suspended from the University for academic misconduct; or

c. have not registered at the University of Guelph-Humber for six or more consecutive semesters

Readmission to a program at the University of Guelph-Humber is not automatic. Students should consult Chapter IV - Admission Information regarding appropriate admission requirements and deadline dates. Applicants for readmission should include a statement which outlines the basis for readmission. Criteria used for readmission may differ by academic program. Students considering readmission should consult with the appropriate Academic Advisor regarding procedures and criteria for readmission to that program.

Students who withdraw more than two occasions may be required to meet with the Program Head in order to clear their re-entry into a subsequent semester.

A student who wishes to be considered for readmission following a suspension for academic misconduct must make an application that will be judged on the basis of eligibility to continue. A student who is suspended for academic misconduct and also fails to meet the continuation of study requirements will normally be required to serve the associated penalties consecutively.

A student who has been expelled from the University for academic misconduct is not eligible for readmission to the University for at least five years. A student who wishes to be considered for readmission must petition the Vice-Provost to have the expulsion status removed (please refer to the Academic Misconduct Policy for detailed procedures).

**Granting of Credit while on Rustication**

The policy below applies to any university credit course taken during the rustication period, be it distance or on-campus, taken in open learning programs from either this university or another university.

a. Students who have been required to withdraw for reasons of academic performance and who take university credit courses during their rustication period, will be eligible for up to 1.00 credit (one full-year course) provided they meet the criteria for readmission and the criteria for the transfer of credit.

b. Students who take university courses after the two-semester rustication period or after a period of suspension may transfer all these credits, provided the student meets the criteria for readmission and the criteria for the transfer of credit.

c. Students who have been suspended for academic misconduct will not receive any credit for courses taken during the suspension period.